HC FINISHER
User Guide
(Tentative Version)

August 2005

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Notice about the law and the standard

High Speed Colour Printer
Model: HC5000T

This product contains RFID (Radio Frequency Identification) system.
Model: 444-59003

Contains FCC ID:RPARFMHL00
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The user is cautioned that unauthorised changes or modifications not approved could the user's authority to operate the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

Contains Canada IC:4819A-RFMHL00
Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

CE

Countries of intended use
Austria/Belgium/Denmark/Finland/France/Germany/Greece/Iceland/Ireland/Italy/Luxembourg/Netherlands/Norway/Portugal/Spain/Sweden/Switzerland/U.K.

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Preface

Welcome to the world of this product!
This machine is a finisher that is connected to a printer manufactured by our company and performs stapling, punching, and stitching of prints.
This machine is an ink jet printer for high-speed full-colour printing that supports network. This printer allows various functions such as data output and printer monitoring to be used from Windows and Macintosh computers.

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How to Read This Manual

Notation of Explanation of Operation

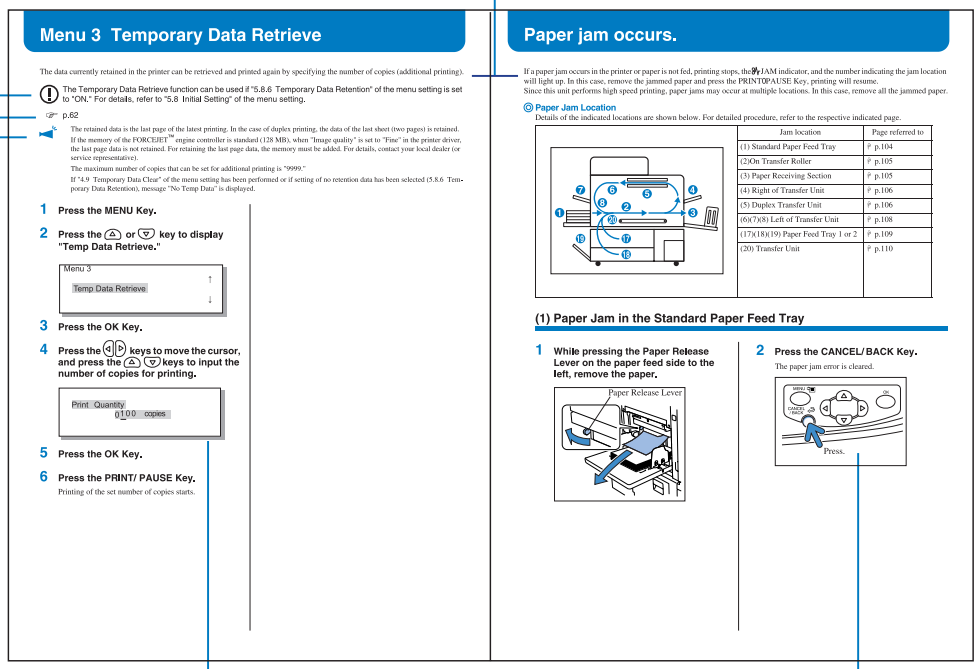
The following symbols are used in this manual for description of functions, operation, and notes.

Before starting explanation of operation, the text explains the features of restrictions of a function.

indicates items that should be noted or that are prohibited.

indicates a title and page that should be referred to for understanding sufficiently an item. For referring to another operation manual, the name of the manual is also written.

indicates description concerning particularly useful information or information that should be known.



Used for describing the method of setting on the Operation Panel. Items to be changed are highlighted.

Operation procedure is described with illustrations.

⚠**WARNING** and ⚠**CAUTION** are cautions for safety. Be sure to read these items before using this machine.

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Safety Precautions

This section describes the items that should be followed for safe use of this machine. Be sure to read this section.

Warning Symbols

To use the machine properly and to prevent human injury and damage to properties, the following warning symbols are used. Read the meaning of the symbols to understand and then read this manual.

⚠WARNING	Indicates that incorrect handling by ignoring this symbol may cause death or serious human injury.
⚠CAUTION	Indicates that incorrect handling by ignoring this symbol may cause human injury or damage to properties.

Location for Installation

⚠CAUTION

- **This machine weighs approximately 440 kg (970lb) (maximum value with full options). Place the machine on a flat and stable surface.**
  Otherwise, the machine might be inclined, resulting in human injury.
- **Do not place the machine in a dusty or humid location.**
  Otherwise, a fire or an electric shock might occur.

Power Connection

⚠WARNING

- **Install the machine near the wall socket to avoid using an extension cord between the machine and the wall socket. If an extension cord is absolutely required, do not use longer than 5m (15ft). Otherwise, a fire or an electric shock might occur.**
- **Do not damage or rebuild the power cord. Placing a heavy object on the cord or pulling or bending forcibly the cord may damage the cord, resulting in a fire or an electric shock.**
- **The power cord supplied with this product can be used only for this machine. Do not use it for another electric product. A fire or an electric shock might occur.**
- **Do not plug or unplug the power cord if your hands are wet. Otherwise, an electric shock might occur.**

⚠CAUTION

- **Do not pull the power cord when unplugging it. Otherwise, it could become damaged and a fire or an electric shock might occur. Be sure securely to hold on to the plug before unpluging it.**
- **If the machine is not used for a long time, for example due to consecutive holidays, unplug the power cord from the electrical outlet for safety.**
- **Pull out the power plug from the electrical outlet more than once a year and clean the prongs of the plug and their surroundings. Dust collected on these areas can result in fire.**

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Handling

⚠WARNING

- **Do not place water containers or metallic objects on the machine. If water drips inside the machine or a metallic object drops inside it, a fire or an electric shock might occur.**
- **Do not insert or drop any metallic material or flammable substances into the machine through any opening. A fire or an electric shock might occur.**
- **Do not remove the covers. Otherwise, you might be electrically shocked by the high-voltage part inside.**
- **Do not disassemble or rebuild the machine by yourself. Otherwise, a fire or an electric shock might occur.**
- **If the machine emits excessive heat, smokes or foul odour, immediately turn off the power, unplug the electrical (power) cord and contact your service representative because a fire or an electric shock might occur.**
- **If something drops inside the machine, immediately turn off the Main Power Switch, unplug the electrical (power) cord and contact your service representative. If you continue using it, a fire or an electric shock might occur.**

⚠CAUTION

- **Never stick your hands or fingers in the openings around the Cover Sheet Tray and the Stacking Tray during operation. Otherwise, human injury might occur.**
- **When moving the machine, contact your service representative. If you try to move the machine by force, the machine might turn over, resulting in human injury.**
- **When removing jammed staples, take sufficient care to prevent injury to fingers.**

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Before Starting to Use

This section explains precautions you have to observe when using the machine.

Location for Installation

- The location for installation is determined based on consultation with the customer at the time of delivery.
- Contact your service representative before moving the machine.
- Avoid installing the machine in the locations listed below. Failure to observe this precaution may lead to machine failure or human injury.
  - Locations that are subject to sudden temperature change.
  - Extremely hot and humid locations or cold and dry locations
  - Heated locations or locations to exposed to direct cold air, direct hot air, or direct radiant heat
  - Badly ventilated locations
  - Dusty locations
  - Locations that are subject to frequent vibration

Operation Environment

- Install the machine in a location of which the levelness meets the following conditions.
  Front to rear: 3 mm ($^1/_8$") or less
  Side to side: 3 mm ($^1/_8$") or less
- Appropriate environment conditions are shown below.
  Temperature range: 15°C - 30°C (59°F to 86°F)
  Humidity range: 40% - 70%(noncondensing)

Overall Dimensions

Space for extending the Folder tray and the Booklet tray is required.

The dimensions are expressed in mm.

Dimensions of HC full system (mm)

	Width	Depth	Height	Remarks
Normal state	2,828	743	1,165	End of Standard Feed Tray to end of Booklet tray
Extended state	2,828	1,278	1,335	For opening/closing Paper Feed Tray on the stand and ink cover

*:The optional touch panel display is not installed.

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Handling of The Machine

- Do not turn off the Main Power Switch of the printer or unplug the electrical (power) cord during operation.
- Do not open any covers during operation.
- Do not move the machine.
- The machine has precision parts and driving parts inside. Do not handle the machine in other ways than described in this manual.
- Do not place heavy objects on or apply shocks to the machine.
- Be sure to open and close any cover gently.

Power Connection

- Connect the power plug securely to the electrical outlet to avoid improper connection.
- Install the machine near the electrical outlet.

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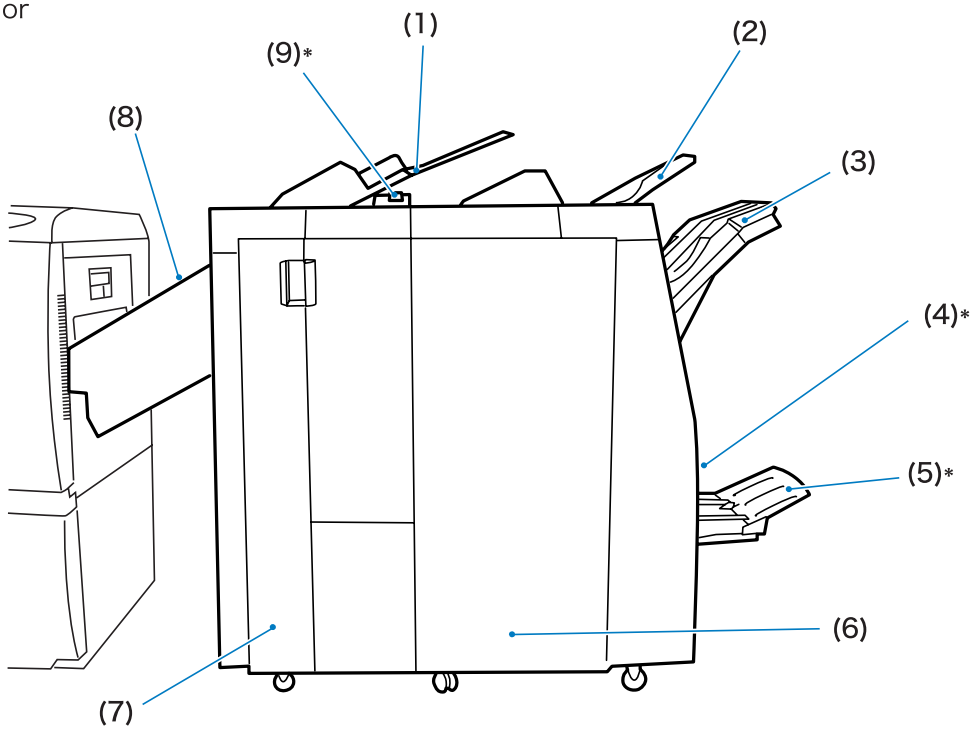
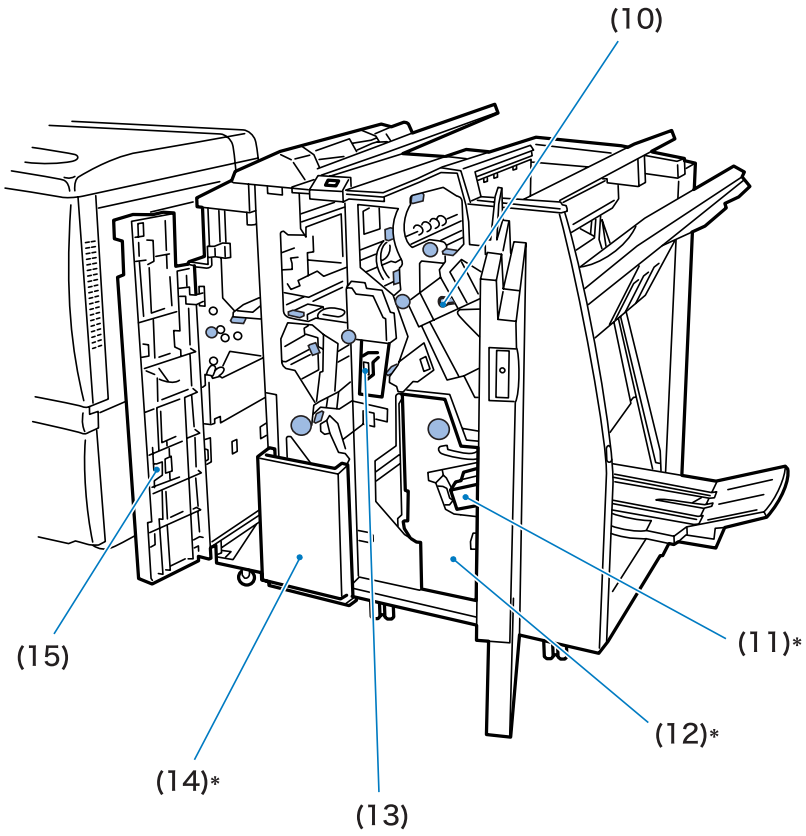
Name of part

●Exterior



●Interior



* Only if an HC Z Folder Unit is connected.

	Name of part	Function
(1)	Cover Sheet Tray	Load paper used as a front cover or a back cover. ☞p.2 Paper placed here is not printed on.
(2)	Top Tray	If the Finisher functions are not used or if the output tray is not specified from the printer driver, prints are output here. Paper capacity: 500 sheets
(3)	Stacking Tray	If the Stapler or Offset output function is used, prints are output here. Even if these functions are not used, this tray can be specified as the output tray from the printer driver. Paper capacity 2000 sheets (or 200 sets)
(4)*	Output button	Press to remove prints output on the Booklet tray so that the tray moves to a position that facilitates removal of prints.
(5)*	Booklet tray	Booklets or twice-folded prints are output here. Paper capacity: 20 sets
(6)	Right cover	-
(7)	Left cover	-
(8)	Transfer Cover	If a paper jam occurs when paper is transferred from the printer to the Finisher, open this cover and remove the jammed paper.
(9)*	Folder tray eject button	Press to remove 3-fold prints. The Folder tray is opened to the front side.
(10)	Stapler cartridge	A stapler cartridge is set. Take out when replacing staples or removing jammed staples. ☞p.49 ☞p.52
(11)	Stapler cartridge for center binding	Two stapler cartridges for booklets are set. Take out when replacing staples or removing jammed staples. ☞p.50 ☞p.53
(12)	Booklet unit	-
(13)	Trash box in punching unit	Chips generated in punching are collected here. Take out when discarding chips. ☞p.54
(14)*	Folder tray	3-fold prints are output here. Paper capacity: 30 sheets ☞p.13
(15)	Stapler cartridge storage	Store stapler cartridges here.

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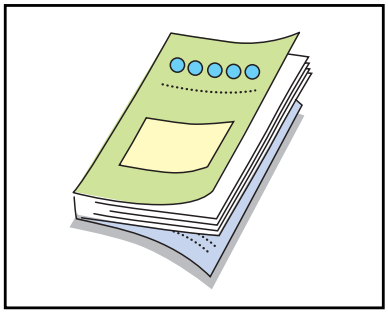
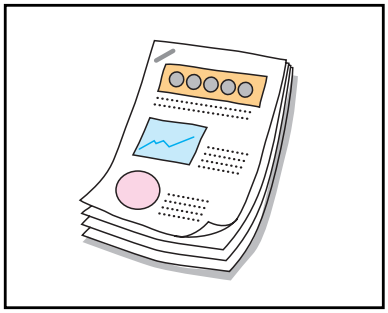
Finisher Applications

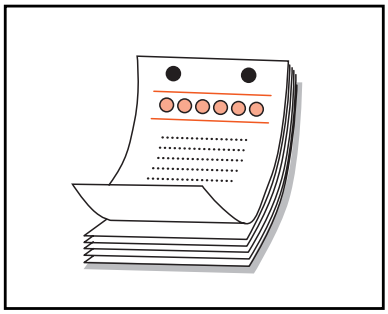
Add cover
A front cover and/or a back cover are added to prints.☞p.2



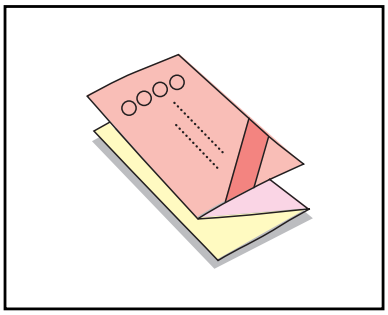
Stapler
Prints are stapled.☞p.6



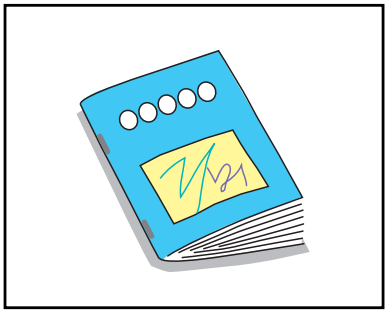
Punching
Prints are punched.☞p.8



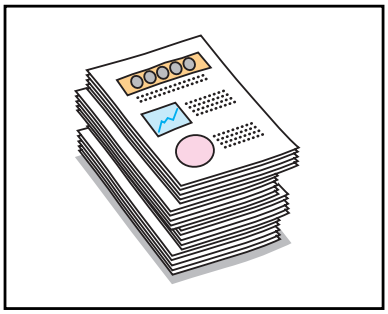
Paper fold (Inner 3 fold / Outer 3 fold / Z fold / 2-fold)
Inner 3 fold, outer 3 fold or Z fold of prints is performed.☞p.11



Booklet
2-fold booklets are made. Also center binding can be performed with the Stapler function.☞p.14



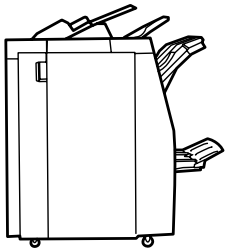
Offset output
Prints are output into the Stacking Tray with offset positioning.☞p.16



Finisher Configuration and Available Functions

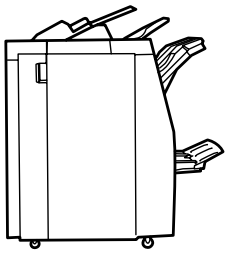
As a finisher, the following models and options are provided. The available functions depend on your model.

HC Finisher A



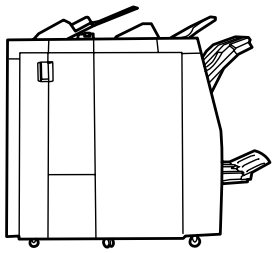
- Stapler
- Punching (2 holes / 3 holes)
- Add cover
- Offset output
- Booklet
- Paper fold (2-fold)

HC Finisher B



- Stapler
- Punching (2 holes / 4 holes)
- Add cover
- Offset output
- Booklet
- Paper fold (2-fold)

HC Finisher A or B + HC Z Folder Unit (option)



- Stapler
- Punching (2 holes / 4 holes or 3 holes)
- Add cover
- Offset output
- Booklet
- Paper fold (inner 3 fold, outer 3 fold, Z fold, 2-fold)

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Contents

Chapter1 Finisher Applications

This chapter describes finisher applications and principal finisher functions.
For details of the operation method and the setting method of the printer driver, refer to "HC5000 User's Manual for Printer Driver."

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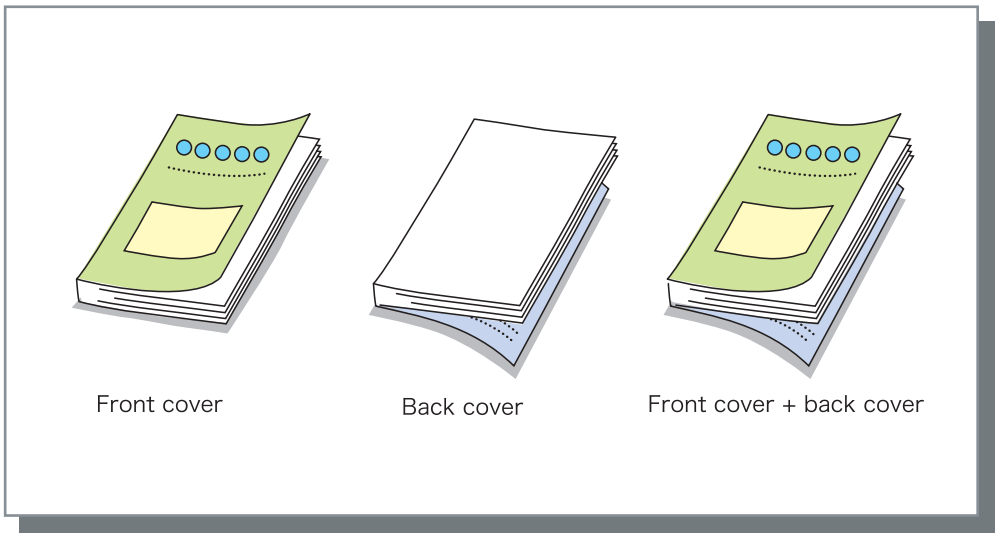
Finisher Functions

This section describes principal finisher functions.
For setting the functions described here, use the [Finisher] tab of the printer driver.

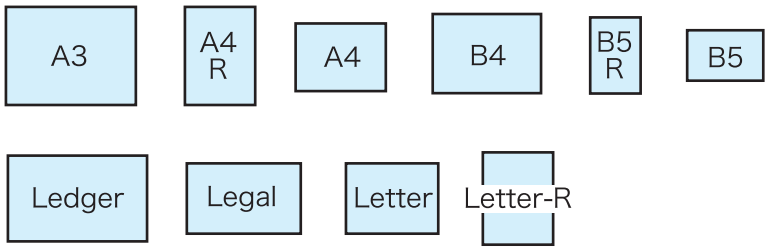
Add cover

A front cover and/or a back cover can be added to the body of prints. Load the covers in the Cover Sheet Tray of the Finisher or in the Interposer Tray of the printer.



⊙ Paper Types That Can Be Used for Add Cover

- Paper size and setting orientation:



- Paper weight:60g/m^2 - 157g/m^2 (16-lb bond to 42-lb bond)

- Up to 200 sheets can be loaded in the Cover Sheet Tray.
- If [Booklet] is [ON], back covers cannot be added.
- If [Separate books] is set in Details of [Booklet], either front covers or back covers cannot be added.
- The paper size that can be loaded as front covers are the same as the paper size for the body of prints. When loading front covers of a different size from the body of prints, set the paper size of the tray (Cover Sheet Tray / Interposer Tray) to the size of [Output paper size] on the [Layout] tab of the printer driver. However, do not set [Auto].
- Irregular size paper cannot be used as covers.
- When loading covers in the Interposer Tray, setting is required in advance.

⊙ Settings of Printer Related to This Function

- 4.1 Standard Feed Tray
- 4.11 Cover Sheet Tray
- 5.3 Separation Paper

⊙ Printer Driver Setting Related to This Function

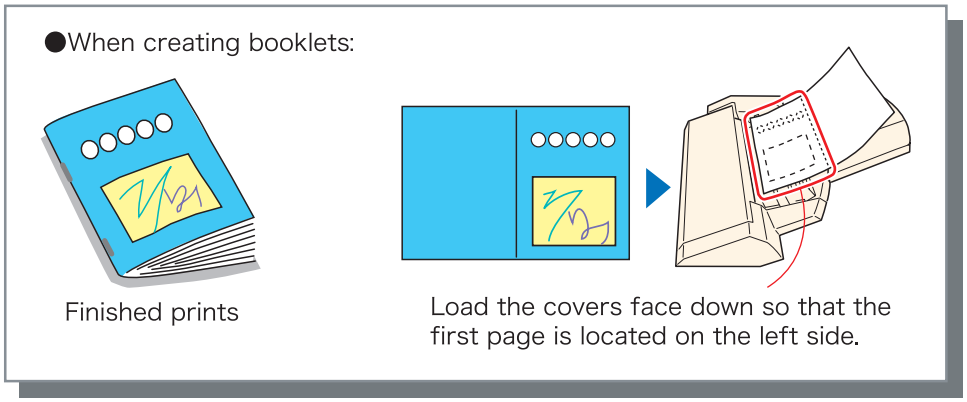
- Output paper size on [Layout] tab

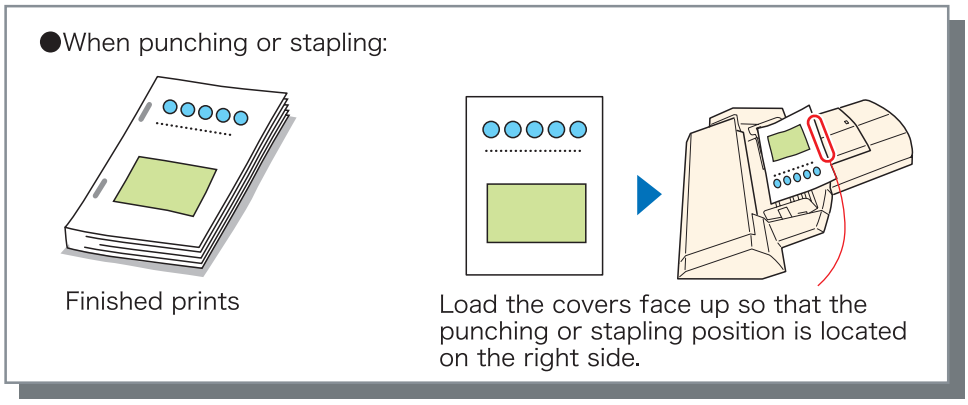
⊙ Method of loading Covers

Depending on the combination of finisher functions, load the covers face up or face down.

- For adding covers to booklets: Load the covers face down so that the first page is located on the left side.
- For adding covers to prints other than booklets (Stapler, Punching, etc.): Load the covers face up so that the punching or stapling position is located on the right side.

● When using the Cover Sheet Tray of the Finisher, load the covers as shown below.

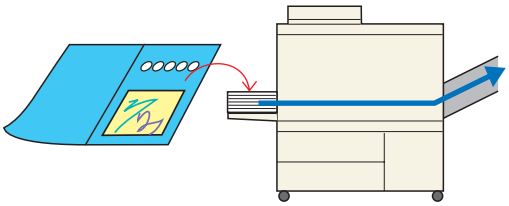




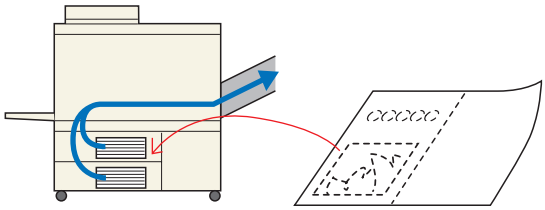
● When using the Interposer Tray of the printer, load the covers as shown below.

●When creating booklets:

Finished prints



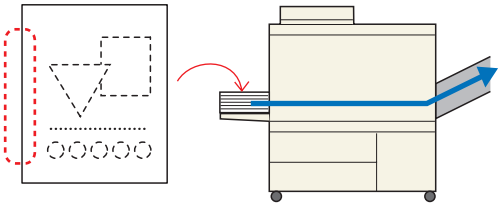
If the Interposer Tray is set as the Standard Feed Tray, load the covers face up so that the first page is located on the right side.



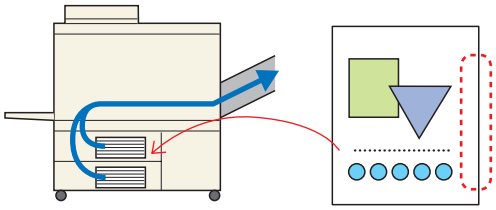
If the Interposer Tray is set as Feed Tray 1 or 2, load the covers face down so that the first page is located on the left side.

●When punching or stapling:

Finished prints



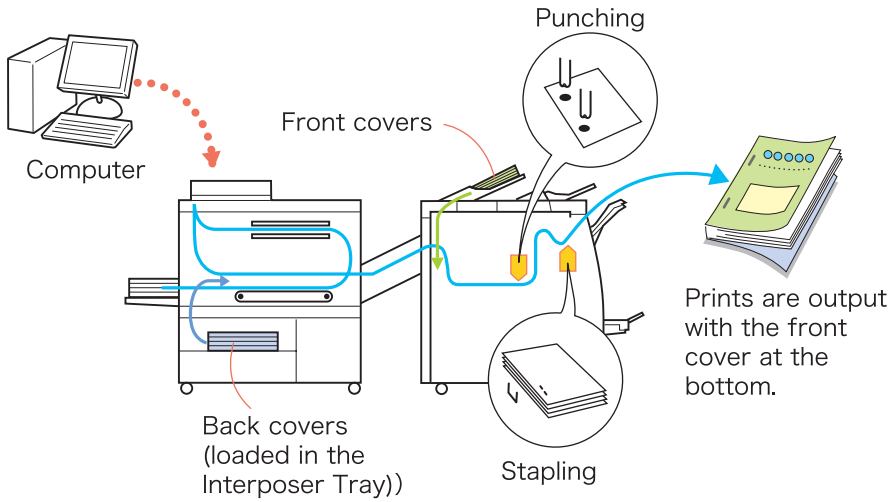
If the Interposer Tray is set as the Standard Feed Tray, load the covers face down so that the punching or stapling position is located on the left side.



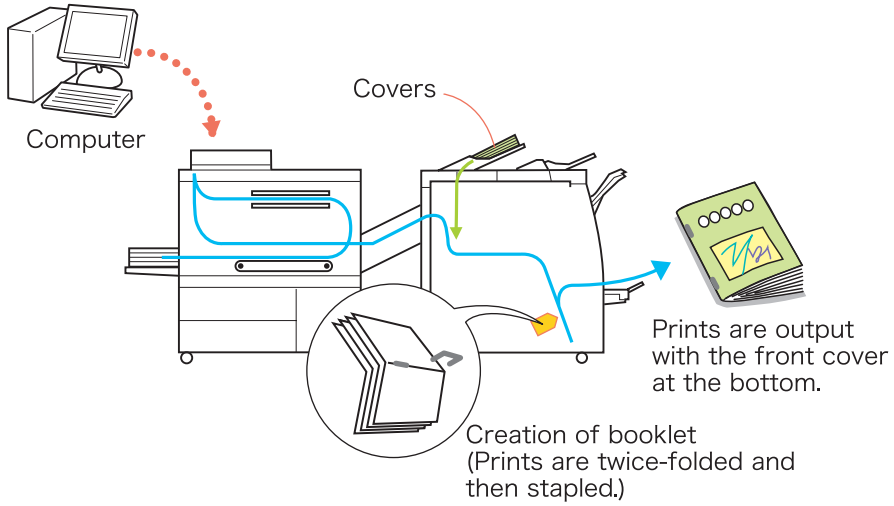
If the Interposer Tray is set as Feed Tray 1 or 2, load the covers face up so that the punching or stapling position is located on the right side.

⊙ Flow of Paper

●Example of punching or stapling



●Example of creating a booklet



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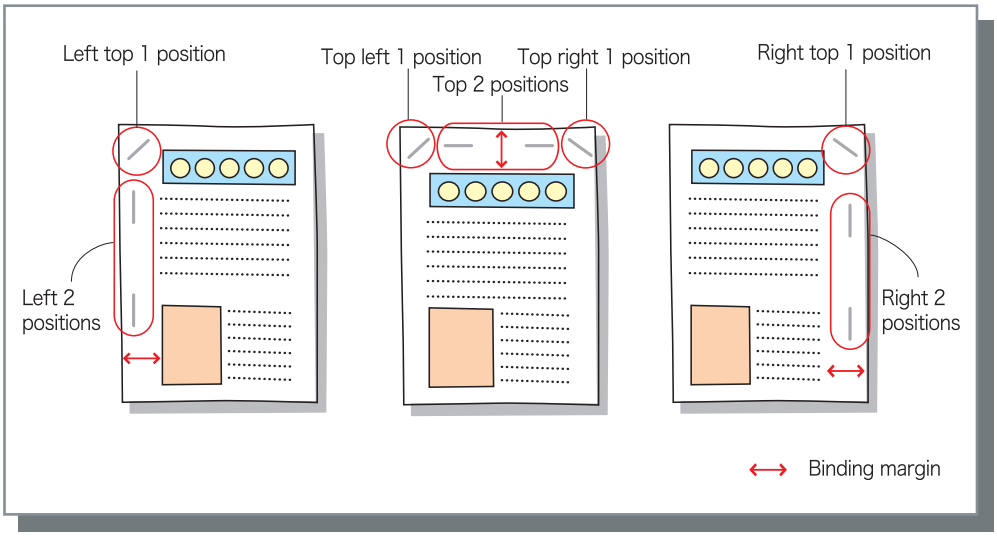
Stapler

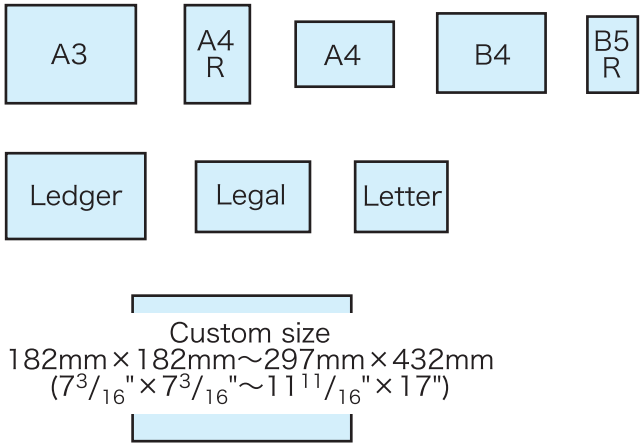
Up to 100 sheets can be stapled at a specified position.
The initial setting is [OFF].
For the paper size and setting orientation, refer to ☞p.10

Stapled prints are output to the Stacking Tray.



⊙ Paper Types That Can Be Used for Stapling

- Paper size and setting orientation:



- Paper weight:46g/m^2 - 157g/m^2 (12-lb bond to 42-lb bond)

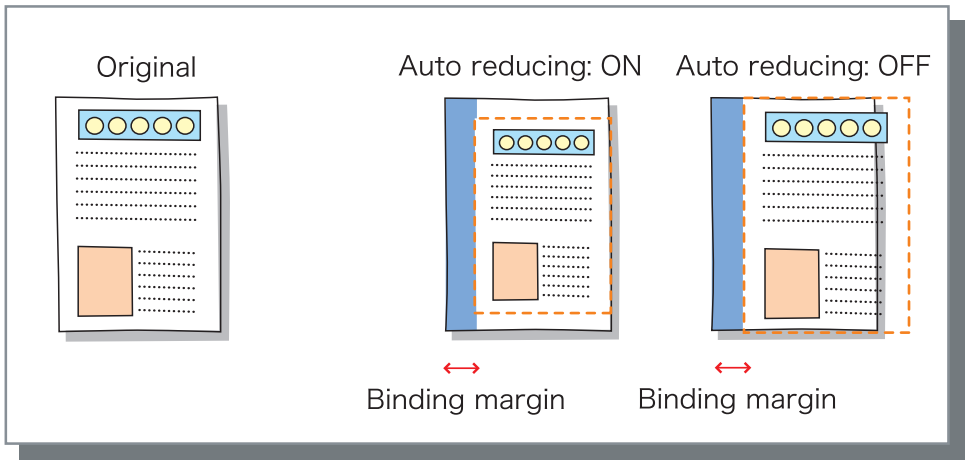
⊙ Maximum Number of Sheets for Stapling

2 to 100 sheets (2 to 65 sheets for A4 size or larger)

Up to 100 sheets can be stapled. If the number of sheets exceeds 100, the prints are output to the tray without stapling.

Binding Margin and Auto Reducing

A margin can be set so that the stapling location does not overlap the image area.
The binding margin width can be set from 0 mm to 50 mm in 1 mm increments.
If the image is not included in the image area, the image can be automatically reduced when the binding margin is set.

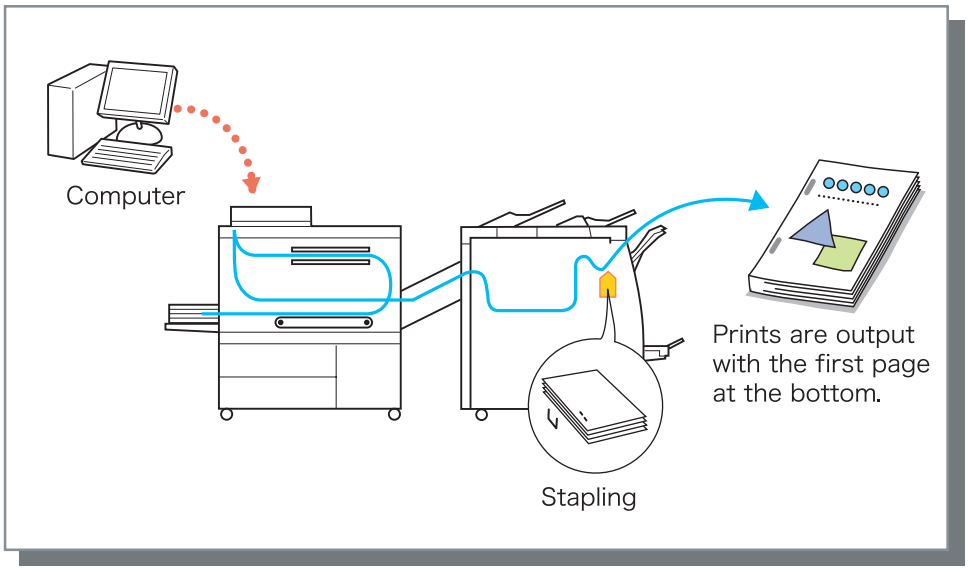


Relation to Punching

The Stapler function can be used with the Punching function. The selectable stapling positions are restricted according to the setting of Punching.

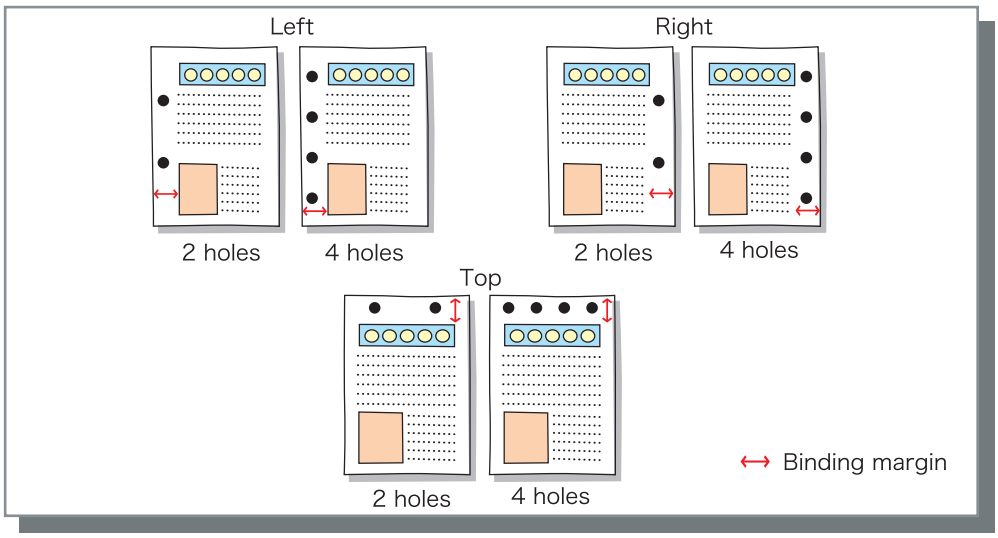
Setting of Punching	Stapling position
OFF	Left 2 positions / left top 1 position / top 2 positions / top left 1 position / top right 1 position / right 2 positions / right top 1 position
Left	Left 2 positions / left top 1 position
Top	Top 2 positions / top left 1 position / top right 1 position
Right	Right 2 positions / right top 1 position

Flow of Paper



Punching

The punching hole position can be selected.
If HC Finisher A is connected, 2-hole or 3-hole punching can be made. If HC Finisher B is connected, 2-hole or 4-hole punching can be made.
The initial setting is [OFF].
For the paper size and setting orientation, refer to ☞p.10



⊙ Paper Types That Can Be Punched

Punching hole	Paper size and setting orientation that can be used for punching
2 holes (initial setting)	A3, A4 R, A4, B4, B5 R, Ledger, Legal, Letter, Letter-R
3 holes	A3, A4 R, B4, B5 R, Ledger, Letter-R
4 holes	A3, A4 R, Ledger, Letter-R

- Paper weight: 46g/m^2 - 157g/m^2 (12-lb bond to 42-lb bond)

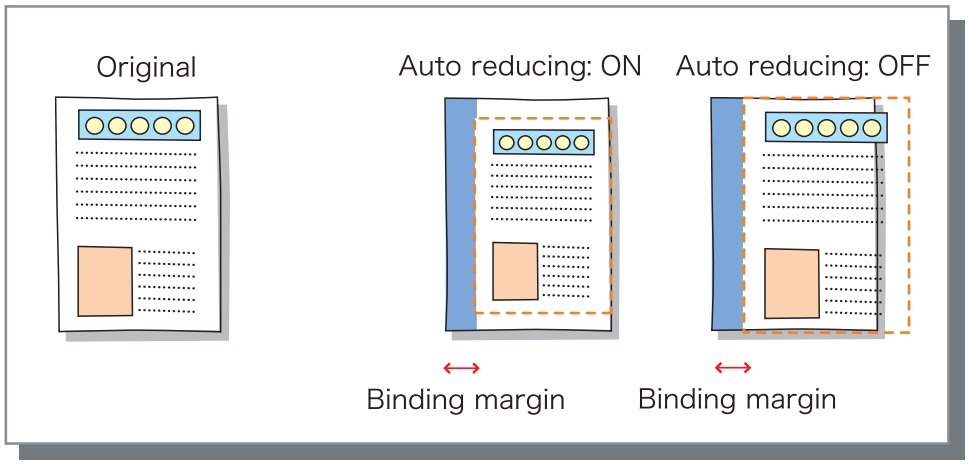
⊙ Relation to Stapler

The Punching function can be used with the Stapler function. In this case, the selectable punching positions are restricted according to the setting of the Stapler function.

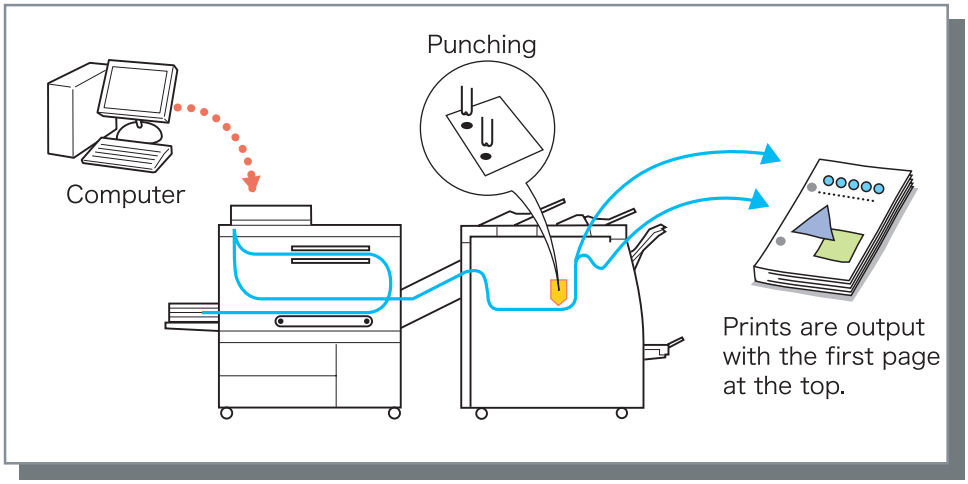
Setting of Stapler	Punching position
OFF	Left / top / right
Left 2 positions / left top 1 position	Left
Top 2 positions / top left 1 position / top right 1 position	Top
Right 2 positions / right top 1 position	Right

Binding Margin and Auto Reducing

A margin can be set so that the punching holes do not overlap the image area.
The binding margin width can be set from 0 mm to 50 mm (2") in 1 mm (0.04") increments.
If the image is not included in the image area, the image can be automatically reduced when the binding margin is set.



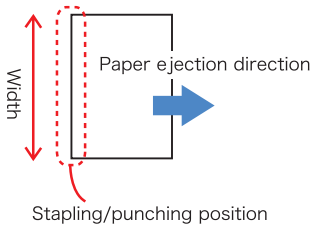
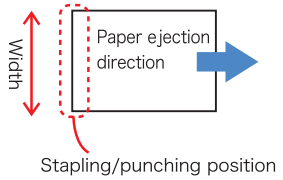
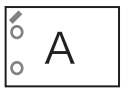
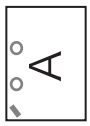
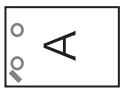
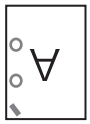
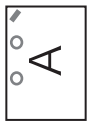
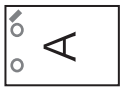
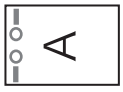
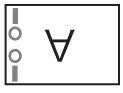
Flow of Paper



The tray to which prints are output is switched according to the setting of [Output Tray].

Relation between Paper Setting Orientation in Tray and Stapling/Punching Position

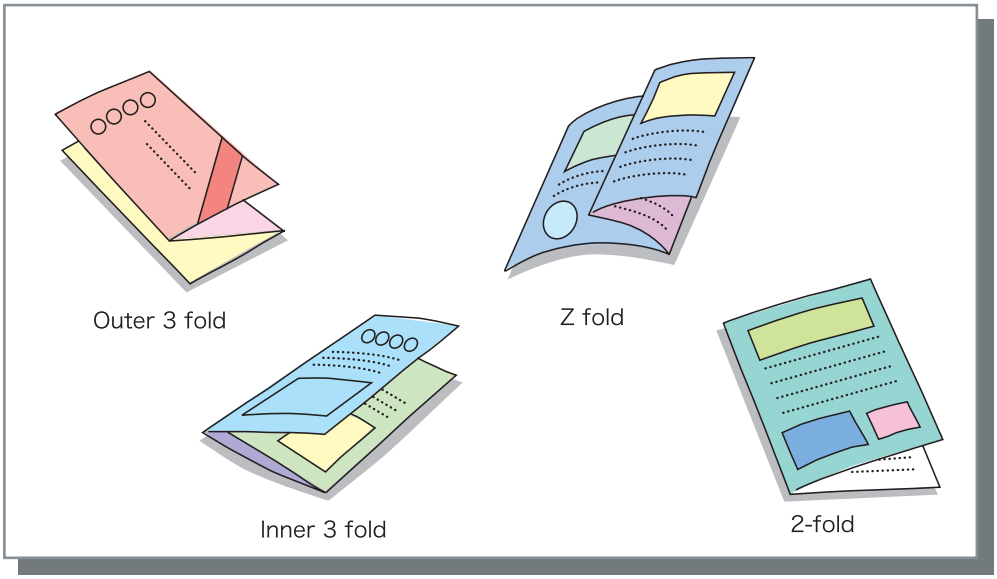
For stapling and punching, the paper width shall be within the range from 210 mm ($8^{1}/_{4}$") to 297 mm ($11^{11}/_{16}$").
Load the paper in the proper orientation in a tray so that the stapling or punching position is perpendicular to the paper output direction. The image print orientation is automatically rotated according to the stapling/punching position and the paper setting orientation in the tray.

	Paper size and setting orientation in tray	A4-R, B5-R, Letter-R 		A3, A4, B4, Ledger, Legal, Letter 	
	Original	Portrait	Landscape	Portrait	Landscape
Paper output image	Left top 1 position / Left		—	—	
	Top left 1 position / Top	—			—
	Right top 1 position / Right		—	—	
	Top right 1 position / Top	—			—
	Top 2 positions / Top	—			—
	Left 2 positions / Left		—	—	
	Right 2 positions / Right		—	—	

When stapling or punching onto paper larger than A4, set [Duplex printing] of the printer driver to [Short edge binding]. If [Long edge binding] is set, either stapling or punching cannot be performed.

Paper Fold

If an optional HC Z Folder Unit is installed to the Finisher, the outer 3 fold, inner 3 fold, and Z fold functions can be used.



⊙ Paper Types That Can Be Used for Paper Fold

Paper fold	Paper size and setting orientation that can be used
Outer 3 fold / inner 3 fold	A4 Letter
Z fold	A3 B4 Ledger
2-fold	A3 A4 B4 Ledger Legal Letter Custom size 210mm×279mm～330mm×457mm (8 1/4"×11"～13"×18")

- Paper weight:60g/m^2 to 90g/m^2 (16-lb bond to 24-lb bond) (up to 105g/m^2 [28-lb bond] for 2-fold)

⊙ Designation of Print Face (outer 3 fold / inner 3 fold / 2-fold)

If outer 3 fold, inner 3 fold or 2-fold is selected, the print face can be selected.

- Print inside (initial setting): The print face (*) is located inside when the paper is folded.
- Print outside: The print face (*) is located outside when the paper is folded.

*First page in duplex printing

⊙ Designation of Binding Direction (Z fold)

If Z fold is selected, the binding direction can be selected.

- Left binding (initial setting): The right half of paper is folded in a Z shape so that the paper is bound at the left side. For portrait originals, the upper side (top) of the paper is folded in a Z shape.
- Right binding: The left half of paper is folded in a Z shape so that the paper is bound at the right side. For portrait originals, the lower side (bottom) of the paper is folded in a Z shape.

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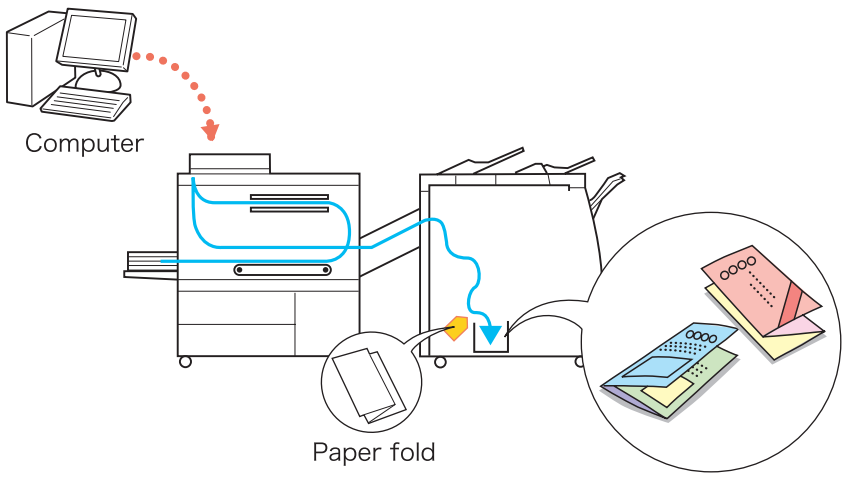
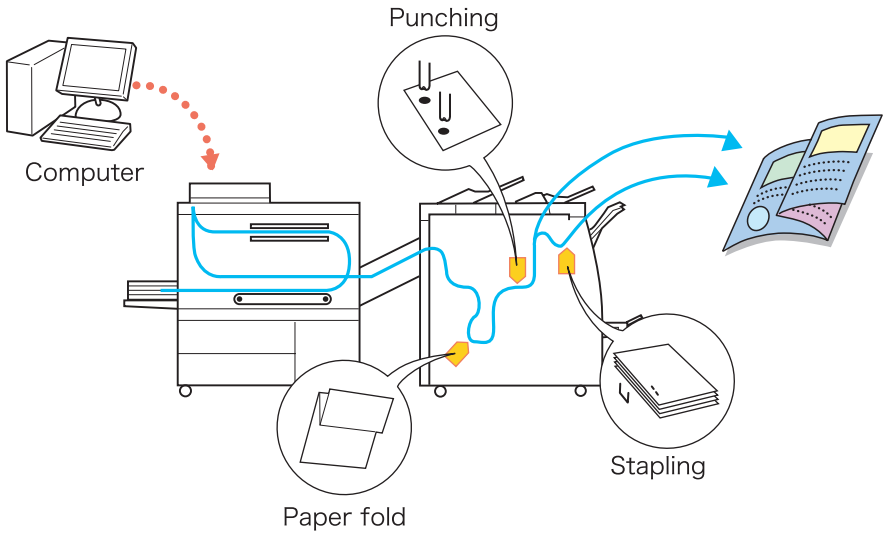
⊙ Flow of Paper

●For inner 3 fold / outer 3 fold:

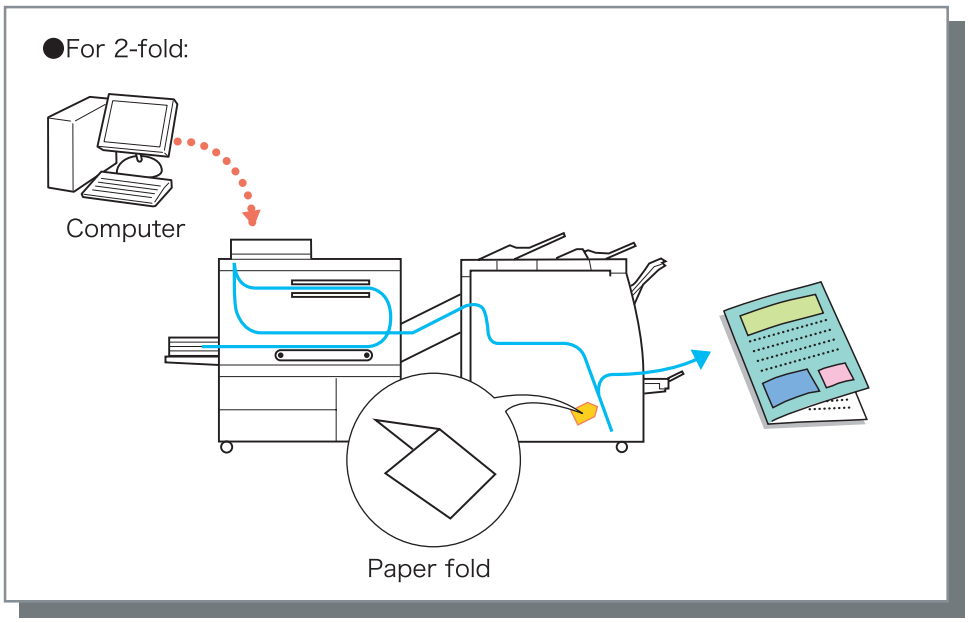


Either stapling or punching cannot be performed.

●For Z fold:



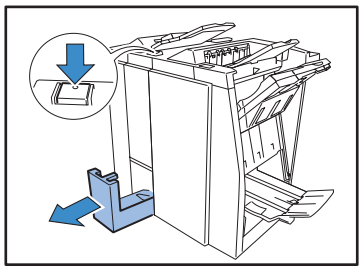
If the Stapler function is used, paper is output into the Stacking Tray.



Either stapling or punching cannot be performed.

Removing Paper from the Folder Tray

When removing paper output into the Folder tray, press the Folder tray eject button of the Finisher.
After removing the paper, push back the Folder tray.



- When removing the paper from the Folder tray, ensure that the printer power is on. If the printer power is off, even if the Folder tray eject button is pressed, the Folder tray is not ejected.
- When the Folder tray is full of paper, a message appears in the display of the printer. Pull out the Folder tray and remove all the paper. If paper remains, the paper capacity for the next job will be reduced.

⊙ Paper Capacity in Folder Tray

Outer 3 fold / inner 3 fold:30 sheets

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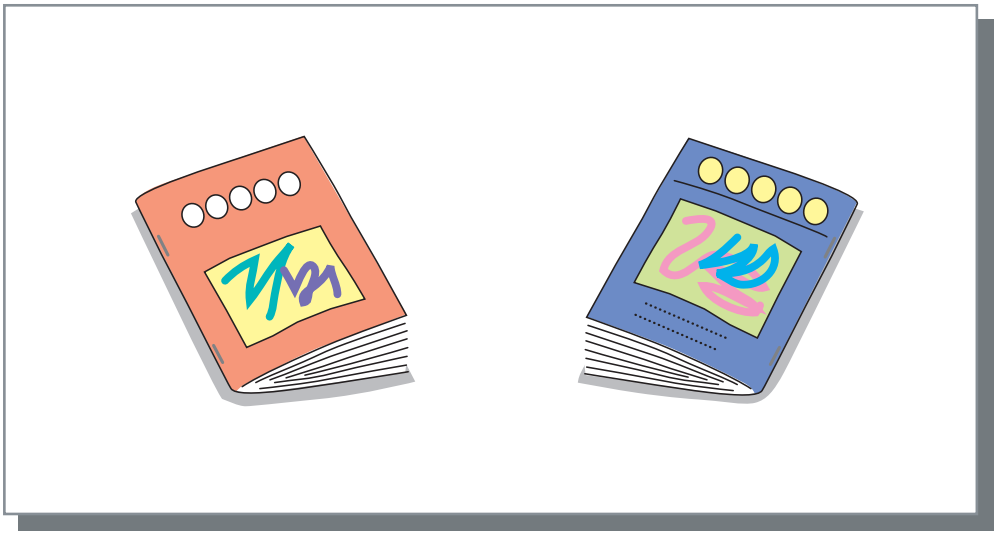
Booklet

Duplex printing of multiple continuous pages is performed with pagination, and the prints are folded in two to create a booklet. Center binding by stapling can also be performed.



⊙ Paper Types That Can Be Used for Booklet

- Paper size and setting orientation:

A3 | A4 | B4 | Ledger

Legal | Letter | Custom size 210mm×279mm～330mm×457mm (8 1/4"×11"～13"×18")

- Paper weight:60g/m^2 to 90g/m^2 (16-lb bond to 24-lb bond)　(up to 157g/m^2 [42-lb bond] for covers)

⊙ Maximum Stapling Capacity

The capacity is 60 pages (15 sheets) in total including covers.

⊙ Separate Books

When making a booklet of 16 sheets (61 pages) or more, the Separate books setting is required.

- Auto: For Fold and staple, prints are separated every 15 sheets (60 pages).
  For only Fold, prints are separated every 5 sheets (20 pages).
- No. /sheets?:The number of sheets separated with the Separate books function can be set from 1 to 20 sheets.

When creating a booklet from prints of 16 sheets (61 pages) or more, be sure to use the Separate books function. If [Separate books] is set to [OFF] for prints of 16 sheets (61 pages) or more, stapling is not performed and a booklet with an incorrect page order and fold is created.

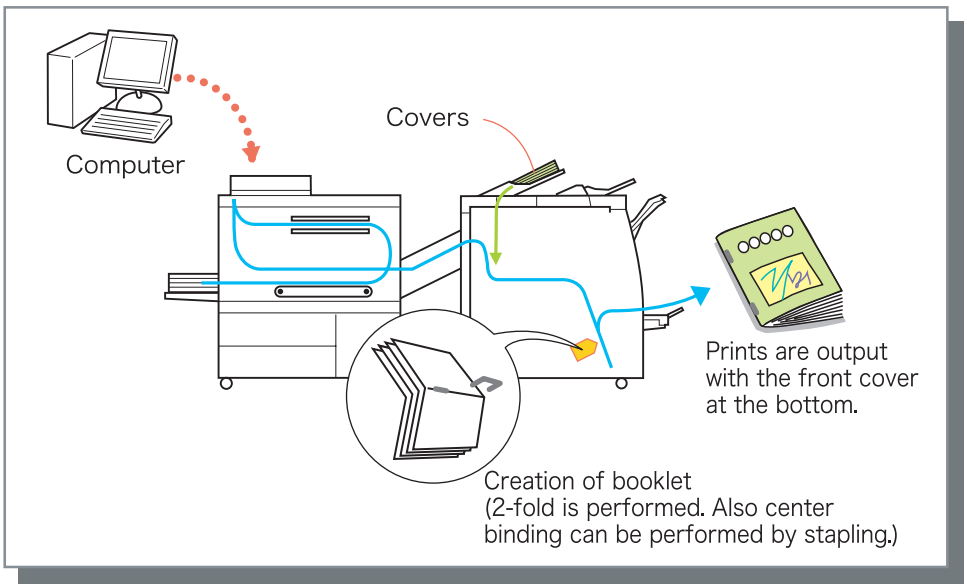
⊙ Center Binding Margin / Auto Reducing

To prevent the folding portions from hiding in 2-fold, a margin can be set at the center of the folding portion.
The center binding margin can be set from 0 mm to 50 mm (2") in 1 mm (0.04") increments.
Also the image can be automatically reduced so that the image is included in the image area.

⊙ Print Cover Separately

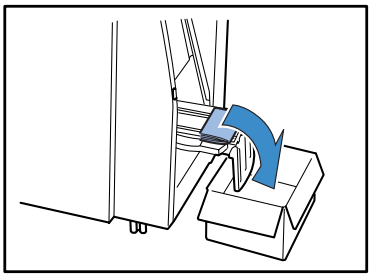
When adding a cover to a booklet, the cover and other pages can be printed separately.

⊙ Flow of Paper



Method of Using the Booklet Tray

Up to 20 sets can be output to the Booklet tray.
When outputting a lot of booklets into the Booklet tray, pull out the plate and turn it down.
Place a box or the like under the tray to store booklets.
To return the plate to its original position, raise the plate and slide it toward the Finisher.



When the Booklet tray becomes full, a message appears in the display of the printer. Remove all the output booklets.

Output Tray

Use this function to set a tray to which prints are output. Normally, set this function to [Auto].

⊙ Settings

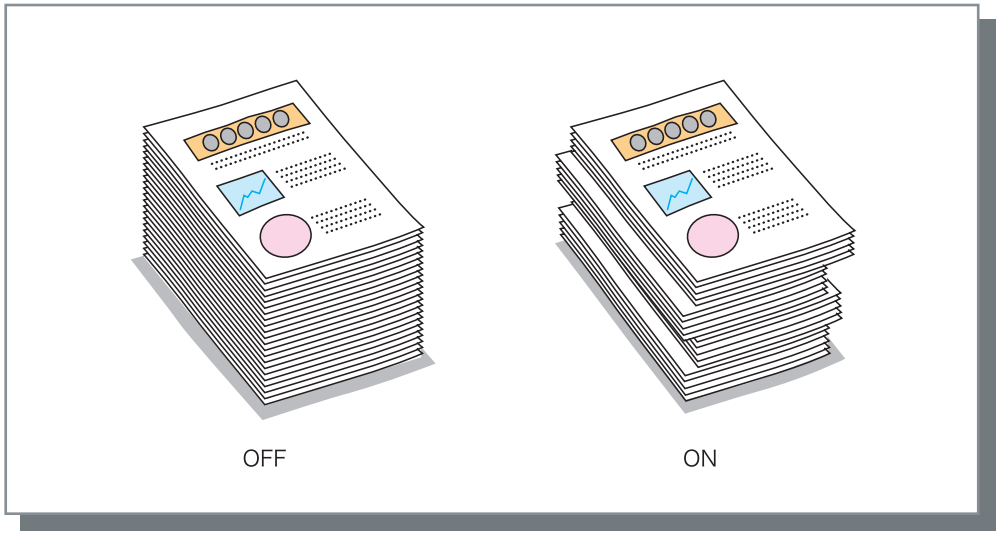
- Auto: An adequate tray is automatically selected according to the driver setting.
- Stacking Tray: Prints are output to the Stacking Tray. If the number of sheets to be output exceeds 500, select the Stacking Tray.
  The size of paper that can be output to the Stacking Tray is 182 mm x 182 mm to 330 mm x 488 mm ($7^{3}/_{16}$" x $7^{3}/_{16}$" to 13" x $19^{3}/_{16}$").

If the following functions are set, [Stacking Tray] cannot be selected.

- Booklet:[Fold and staple] or [Fold] is selected.
- Paper fold:One of [Outer 3 fold], [Inner 3 fold], and [2-fold] is set.

Offset Output

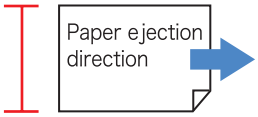
Prints are output to the Stacking Tray at an offset position for each set.



[Offset output] is a function of the Stacking Tray. This function cannot be used with functions that do not use the Stacking Tray such as 3 fold and Booklet. The [Job separation] function on the [Option] tab of the printer driver cannot be used with this function either.

⊙ Paper Types That Can Be Used for Offset Output

- Paper width:210mm to 297mm ($8^{1}/_{4}$" to $11^{11}/_{16}$")



- Paper weight:46g/m^2 to 157g/m^2 (12-lb bond to 42-lb bond)

Example of Operation with Finisher

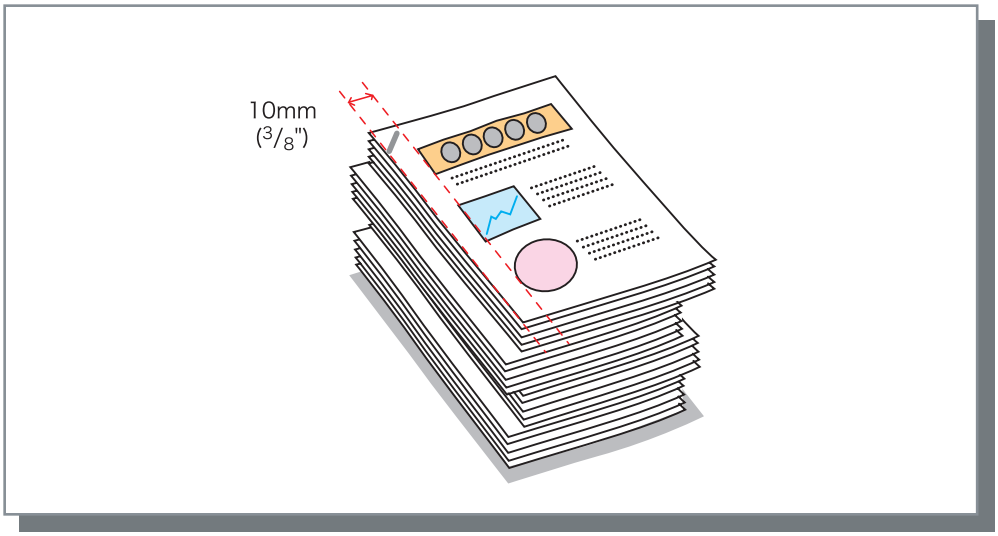
Example 1: Preparation of Stapled Material for Meeting

Ataple two or more papers like the conference material etc.

⊙ Material to Be Prepared

Procedure for preparing the following material is described here.

- Stapling at left top 1 position
- Offset output for each set
- Binding margin width: 10 mm ($^{3}/_{8}$") (with auto reducing)

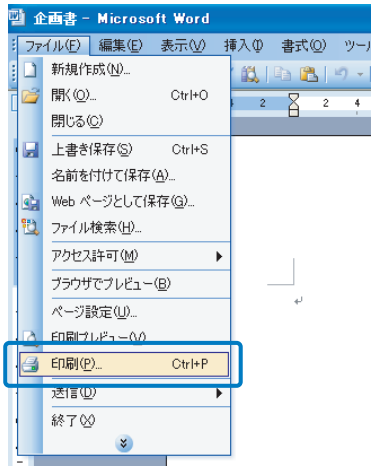


Printed sheets or other sheets of paper can be added as front covers and back covers.
☞p.2

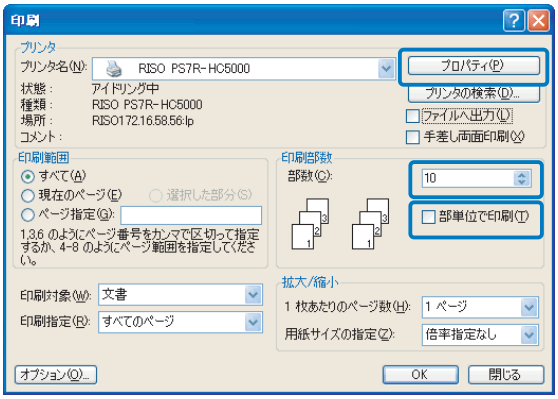
1 Prepare data to be printed.

2 Display the [Print] dialog box.

Select [Print] from the [File] menu.



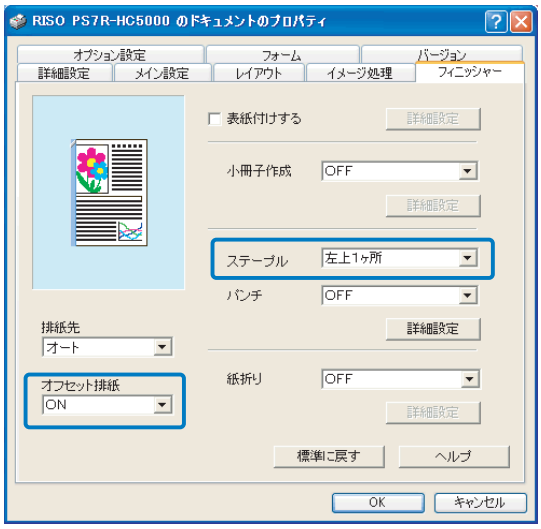
3 Enter the Number of copies and click the [Properties] button.



Be sure to clear the checkmark from [Collate].
Set the ejection mode on the [Main setting] tab.

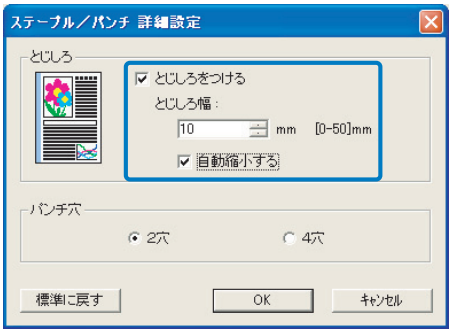
4 Set the following items on the [Finisher] tab.

- Stapler: Left top 1 position
- Offset output: ON



5 Click the [Details] button for [Stapler] and set the following items.

- Put binding margin: Place a checkmark.
- Binding margin width: 10 mm ($^3/_8$")
- Auto reducing: Place a checkmark.

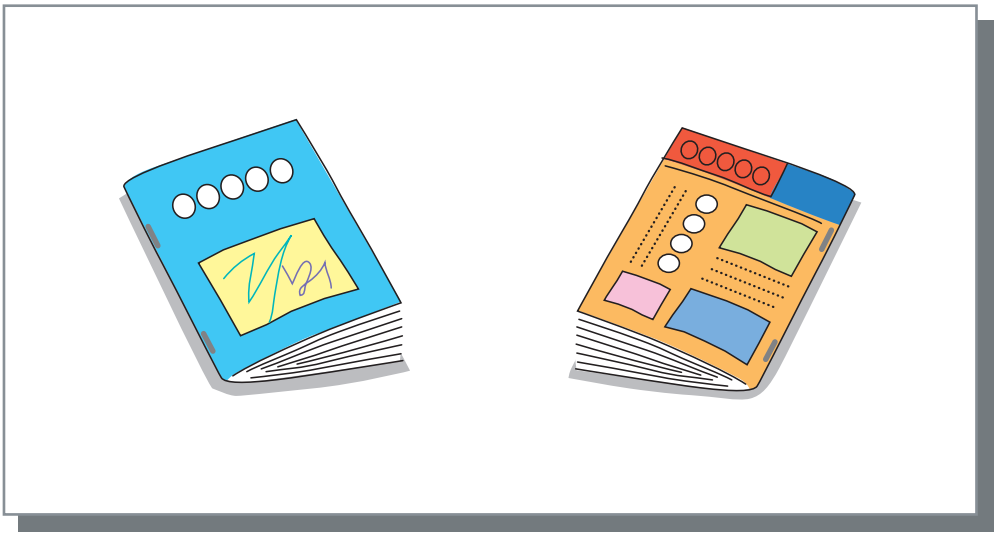


6 Perform printing.

Stapled prints are output into the Stacking Tray. Since the prints are offset for each set, classification is easy.

Example 2: Creation of Booklet with Center Binding

An example of procedure for creating twice-folded booklets such as pamphlet and catalog is described below. This procedure is useful for making travel pamphlets, advertisements, leaflets, handy manuals, and catalogs.



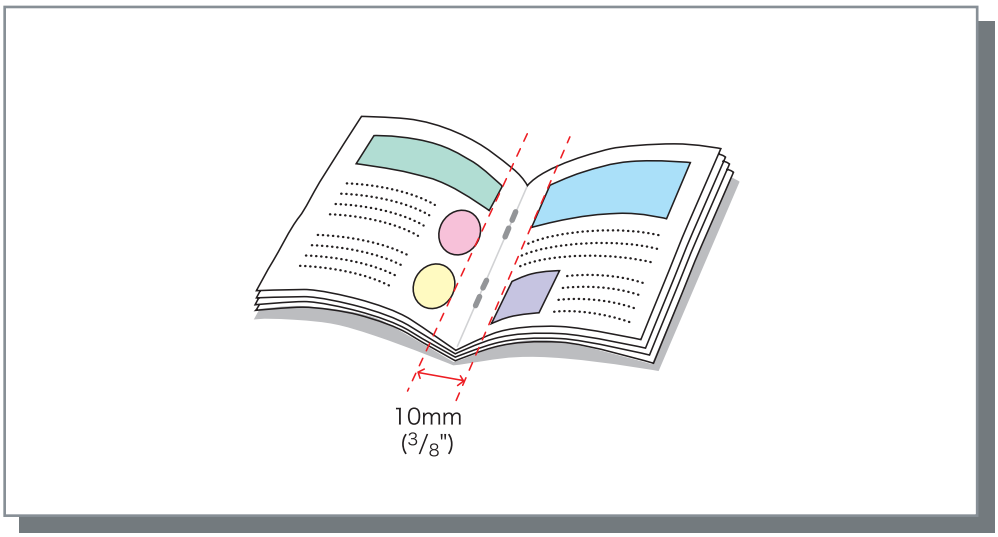
⊙ Requirements for Creating Booklets

- An HC Finisher with Booklet maker unit is connected to the printer.
- The capacity for stapling is 60 pages (15 sheets) in total including covers.

⊙ Booklet to Be Created

Procedure for creating the following booklets is described here.

- 2-fold and center binding (Stapler)
- Center binding margin: 10 mm ($^{3}/_{8}$") (auto reducing)



Printed sheets or other sheets of paper can be added as front covers and back covers.
☞p.2

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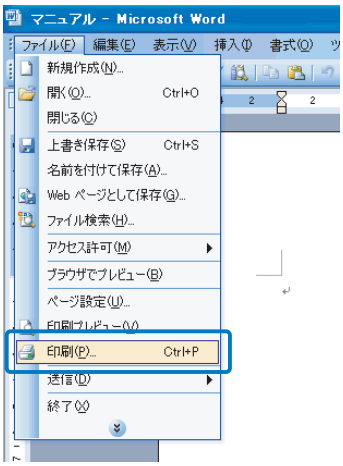
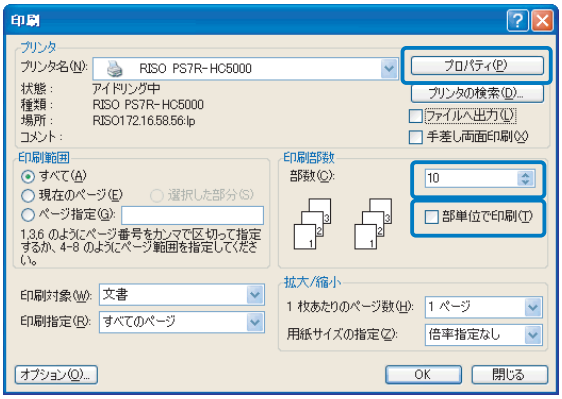
1 Prepare data to be printed.

2 Display the [Print] dialog box.

Select [Print] from the [File] menu.



3 Enter the Number of copies and click the [Properties] button.



Be sure to clear the checkmark from [Collate].
Set the ejection mode on the [Main setting] tab.

4 Set the following item on the [Finisher] tab.

Booklet: Fold and Staple

The printer driver performs automatically the optimum setting.

5 Click the [Details] button for [Booklet] and set the following items.

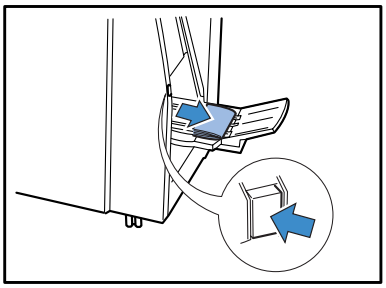
- Put center binding margin: Place a checkmark.
- Binding margin width: 10 mm ($^3/_8$")
- Auto reducing: Place a checkmark.

6 Perform printing.

Booklets with center binding are output into the Booklet tray.

7 Press the Booklet eject button on the Finisher and remove the booklets.

The output booklets move to the right so that they can be easily removed.



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Example 3: Creation of Pamphlets with Inner 3 Fold

Direct mail, advertisements, and leaflets are made by folding in two or three.

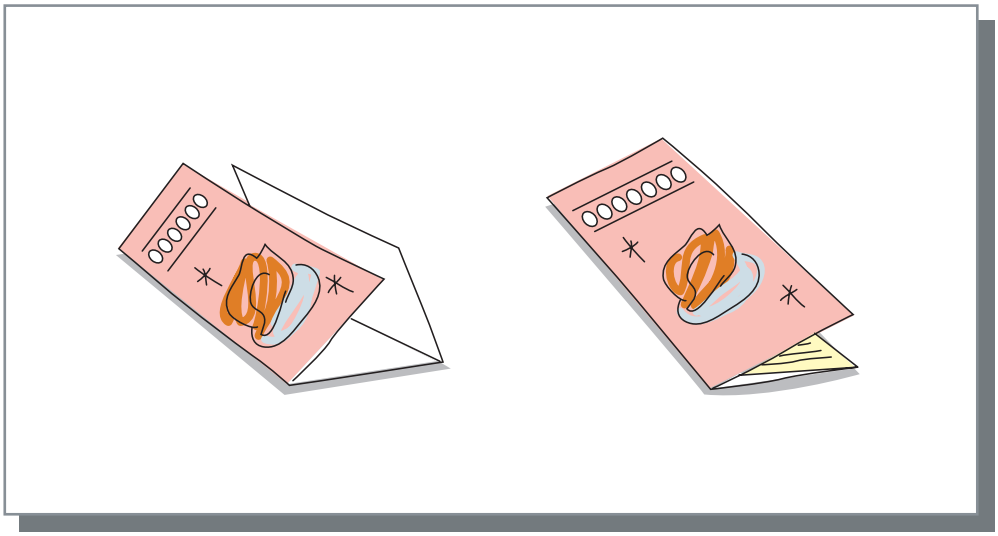
⊙ Requirements for Paper Fold

- An HC Finisher with optional HC Z Folder Unit is connected to the printer.
- Paper that can be used for the desired fold is set in a feed tray.☞p.11

⊙ Prints to Be Created

Procedure for creating the following prints is described here.

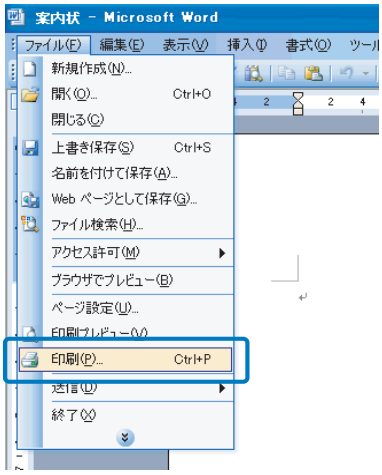
- The original size is A4-R.
- Inner 3 fold
- Duplex printing is performed with the first page outside.



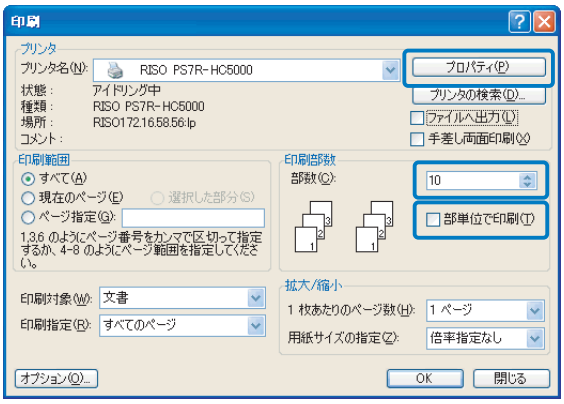
1 Prepare data to be printed.

2 Display the [Print] dialog box.

Select [Print] from the [File] menu.



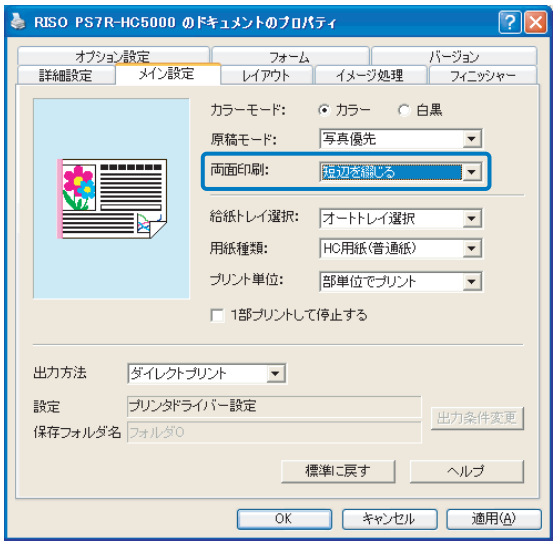
3 Enter the Number of copies and click the [Properties] button.



Be sure to clear the checkmark from [Collate].
Set the ejection mode on the [Main setting] tab.

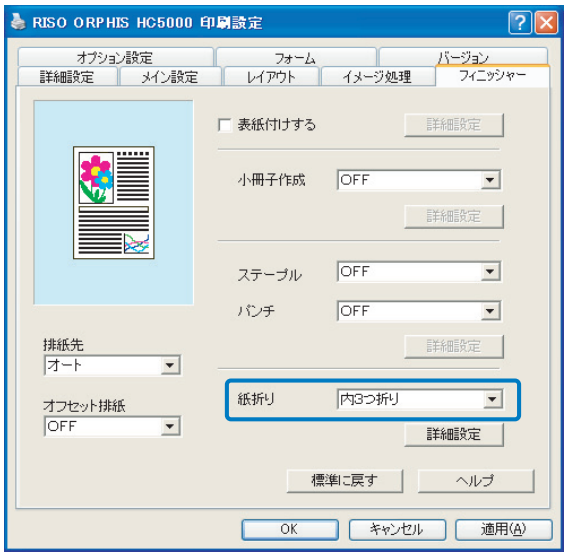
4 Set the following item on the [Main setting] tab.

Duplex printing: Short edge binding



5 Set the following item on the [Finisher] tab.

Paper fold: Inner 3 fold



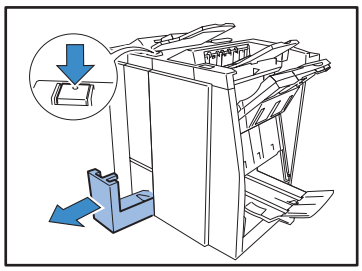
6 Click the [Details] button for [Paper fold] and set the following item.

Folding direction: Print outside

7 Perform printing.

The data is printed.

8 Press the Folder tray eject button on the Finisher to pull out the Folder tray and remove the paper.



Chapter2 Troubleshooting

This chapter describes the method of removing jammed paper from inside the Finisher and the operation against jammed staples.

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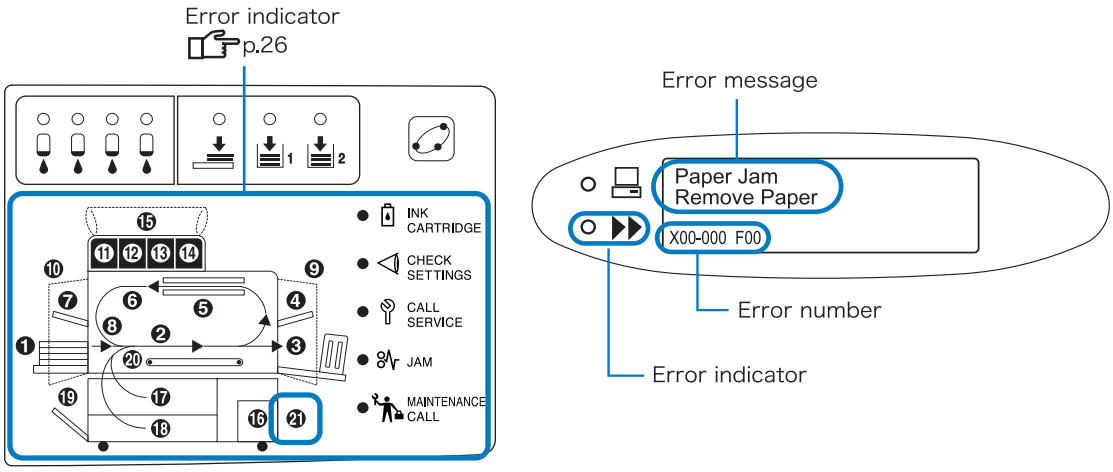
Explanation of Set Error Display

If trouble occurs in the Finisher during printing, printing stops and a symbol lights up on the Operation Panel of the printer or an error message appears in the display.
You can check the location based on the symbol or the number and see the information from the message in the display.



When an error occurs in the Finisher, error symbol 21 lights up.
If error symbol 1, 2 or 5 - 20 lights up, an error occurs in the printer. For measures against the error, refer to "HC5000 User's Manual for Printer Main Body."

Error Message and Error symbols

⊙ Error Number

Under a message in the display, an error number that consists of alphanumeric characters is displayed. The first letter of the error number indicates the error type.
The number of digits of the error number depends on the error location.

Example of Error Number	Description	
S00-000	Service Call	Displayed when inspection or repair by service personnel is required. Contact your local dealer (or service representative).
X00-000 F00	Jam Error	Displayed when a paper jam occurs in the Finisher.
X00-000 H00	Jam Error	Displayed when a paper jam occurs in the printer. For jammed paper removal, refer to "HC5000 User's Manual for Printer Main Body."
U00-000	Unit Error	Displayed when inspection or repair by service personnel is required. Contact your local dealer (or service representative).
Y00-000	Consumables Error	Displayed when the trash box in punching unit is full of chips by punching or staples run out.
Z00-000	Check Settings Error	Displayed when a cover or the like is not securely closed.
W00-000	Warning	Various warning messages are displayed.

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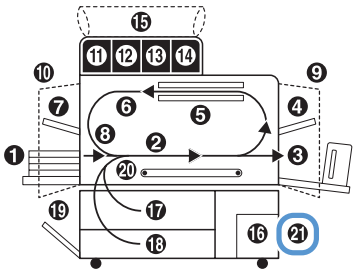
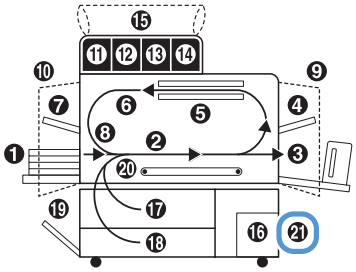
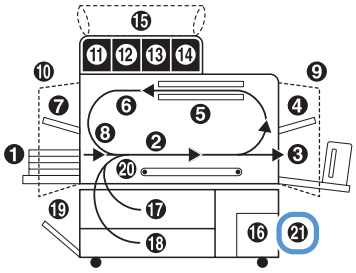
Y00-000 Consumables Error

Lighting location	Message	Solution
	Trash Box is Full Empty Trash Box in Punching Unit	Discard all chips from the trash box in punching unit. ☞p.54 If the CANCEL key is pressed, the machine except the relevant unit can be used.
	No Staples Set Staples in Stapler	Staples run out. Set new staples. ☞p.49 If the CANCEL key is pressed, the machine except the relevant unit can be used.
	No Staples Replace SaddleStitch Staple Cartridge	

Z00-000 Check Settings Error

Lighting location	Message	Solution
	! Finisher Error ! Close the Cover	A cover is not securely closed. Check the location indicated by the error number and close the cover securely.
	! Finisher Error ! Set Booklet Maker Unit in Place	The Booklet maker unit is not securely installed. Install the unit securely.
	! Finisher Error ! Check Folder Tray	The Folder unit is not securely installed. Install the unit securely. If the CANCEL key is pressed, the machine except the relevant unit can be used.

S00-000 Service Call

Lighting location	Message	Solution
	! System Error ! Restart Printer or Call Service	An error occurs in the Finisher. Turn off the power and on again. If the same message appears again, contact your local dealer (or service representative). At this time, tell the error number indicated in the message display of the printer.

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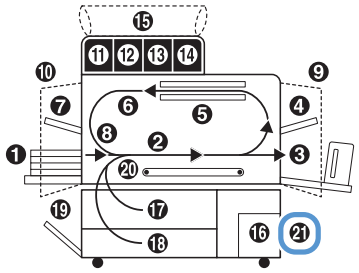
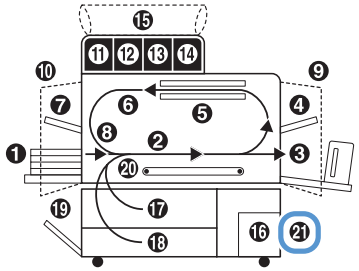
X00-000 Paper Jam Error

Lighting location	Message	Solution
	Paper Jam (Finisher) Remove Paper	A paper jam occurs in the Finisher. Check the jam location and remove the paper. "Paper Jam" ☞p.30

U00-000 Unit Error

Lighting location	Message	Solution
	! Finisher Error ! Restart Printer or Call Service	An error occurs in the Finisher. Turn off the power and on again. If the same message appears again, contact your local dealer (or service representative). At this time, tell the error number indicated in the message display of the printer. If the CANCEL key is pressed, the machine except the relevant unit can be used.

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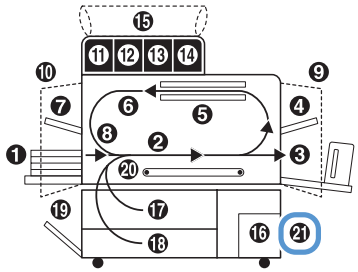
Lighting location	Message	Solution
	No Paper (Finisher) Load Paper in Cover Sheet Tray	Paper in the Cover Sheet Tray runs out. Load paper in the tray.
	Paper Overloaded Remove Paper in Paper Receiving Tray	The paper capacity is exceeded. Remove paper.
	! Finisher Error ! Check XXXXX xxxxx is a tray name or a unit name	An error occurs in the Finisher. Turn off the power and on again. If the same message appears again, contact your local dealer (or service representative). At this time, tell the error number indicated in the message display of the printer.
	! Finisher Error ! Restart Printer or Call Service	If the CANCEL key is pressed, the machine except the relevant unit can be used.
	Paper Size Mismatch Load Paper in Interposer Tray	Paper in the Cover Sheet Tray does not match the paper size specified by the printer driver. Load proper paper and check the Operation Panel of the printer for the paper size that has been set in "Menu 4.11 Cover Sheet Tray." "HC5000 User's Manual for Printer Main Body" ☞p.@@

Paper Jam Occurs.

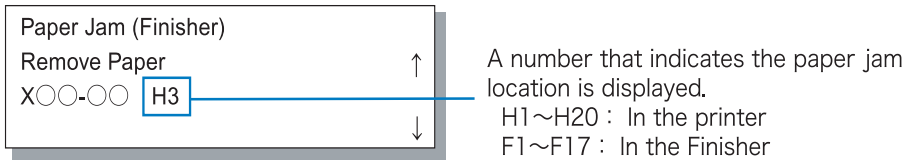
If a paper jam occurs in the Finisher or in the printer, printing stops and the jam location is indicated on the Operation Panel and the optional touch panel. In this case, remove the jammed paper and resume printing.
Since this printer performs high speed paper feeding and output, paper jams may occur at multiple locations. In this case, remove all the jammed paper.

Gently remove the jammed paper. Take care not to leave pieces of paper inside the printer and the Finisher.

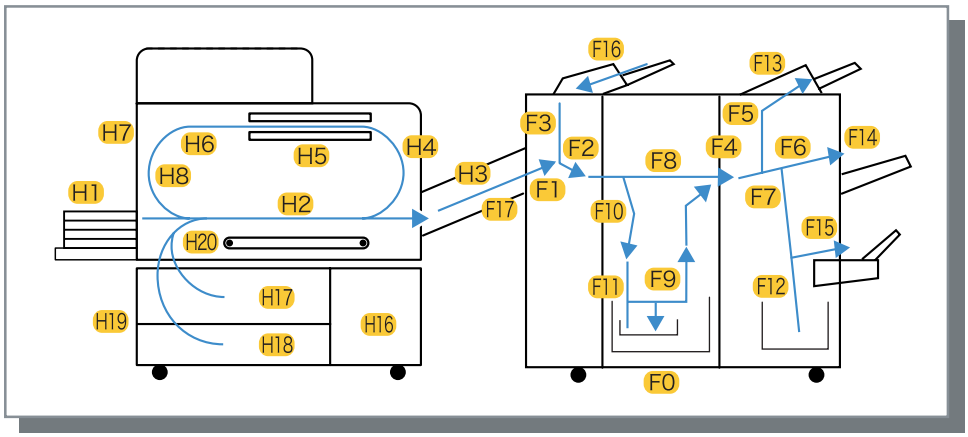
Paper Jam Location

Details of the locations indicated on the Operation Panel and the optional PS7R touch panel are shown below.

- Operation Panel of printer



- PS7R touch panel (optional)
  As shown in the figure below, numbers that indicate paper jam locations are indicated on the screen. Touch the number to display the method of removing jammed paper.



Remove all jammed paper until all the paper jam indicators are cleared because paper remains if any indicator is displayed. After removing jammed paper, close the covers of the printer and the Finisher and check that all paper jam location display is cleared on the Operation Panel of the printer and on the optional PS7R touch panel.

- For removing jammed paper from the printer (when H1 - H20 is lit), refer to "HC5000 User's Manual for Printer Main Body."
- This guide explains the method of removing jammed paper in the case of the printer equipped with an HC Finisher with HC Z Folder Unit. The method may vary with the configuration of the Finisher.

For detailed procedure for removing jammed paper, refer to the respective indicated pages.

Jam location		Page referred to
Printer	H3 Paper output section	☞p.32
	H4 Right Transfer Path Cover	☞p.32
Finisher	F1	☞p.33
	F2	☞p.34
	F3	☞p.35
	F4	☞p.36
	F5	☞p.37
	F6	☞p.38
	F7	☞p.39
	F8	☞p.40
	F9	☞p.41
	F10	☞p.42
	F11	☞p.43
	F12	☞p.44
	F13	☞p.45
	F14	☞p.45
	F15	☞p.46
	F16	☞p.47
	F17	☞p.48

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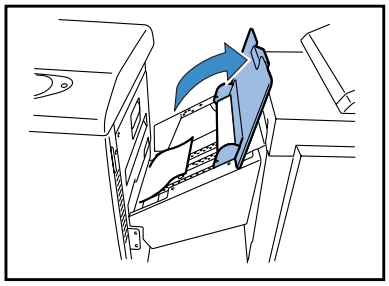
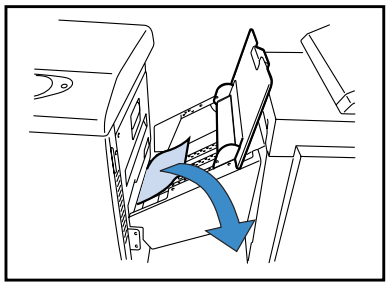
H3 Paper Jam in the Paper Output Section

1 **Open the Transfer Cover.**

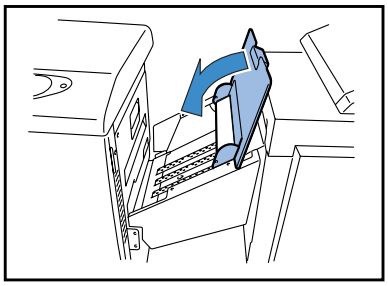


2 **Pull out and remove the jammed paper.**



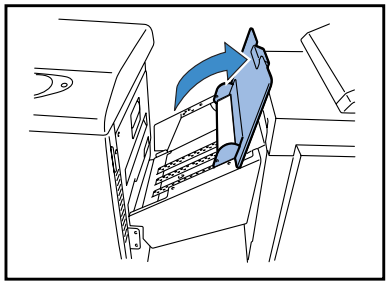
If it is not easy to pull out the paper, open the Front Cover of the printer and remove the paper from the side of the Transfer Roller because the paper might be torn.

3 **Close the Transfer Cover.**

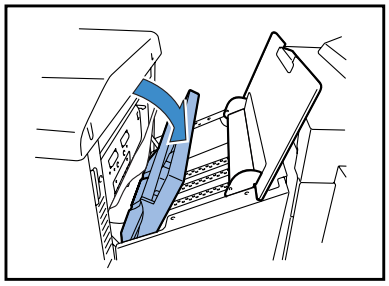


H4 Paper Jam at the Right Transfer Path Cover

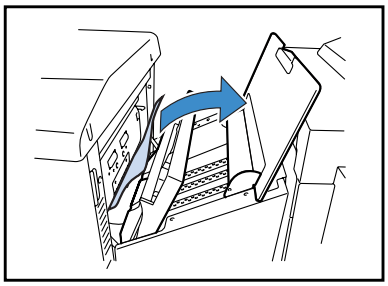
1 **Open the Transfer Cover.**



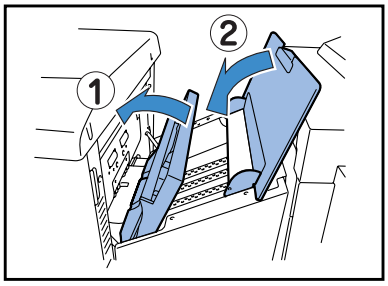
2 **Open the Right Transfer Path Cover.**



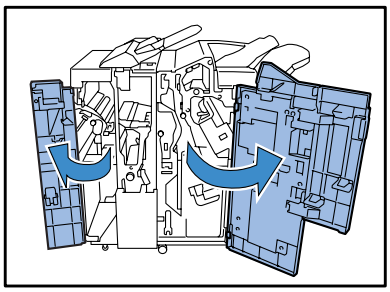
3 **Remove the jammed paper.**



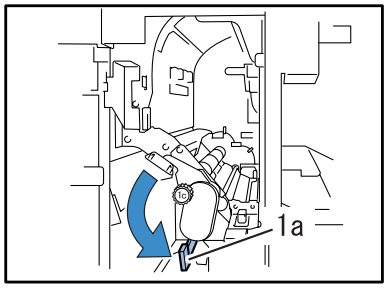
4 **Return the covers to their original positions.**



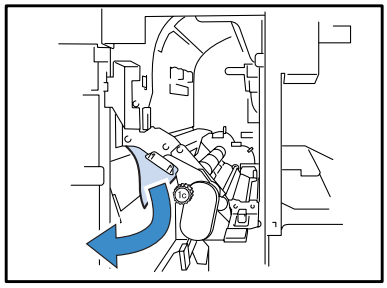
1 **Open the covers.**



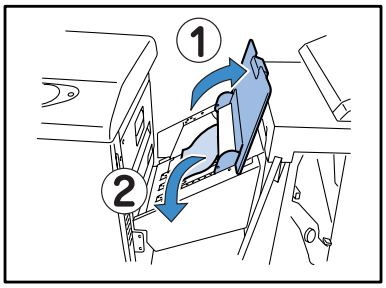
2 **Open [1a] downward.**



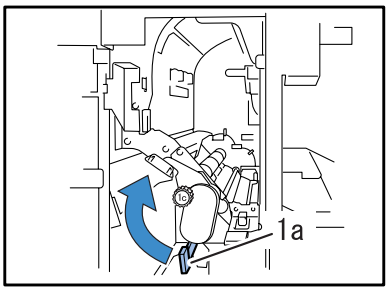
3 **Remove the jammed paper.**



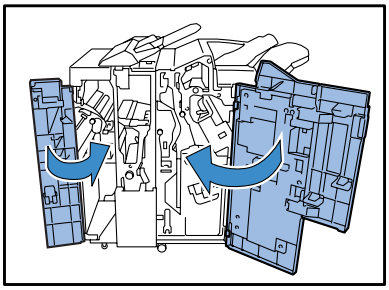
4 **If it is not easy to pull out the paper, open the Transfer Cover and remove the paper.**



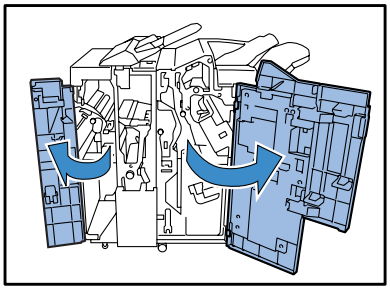
5 **Return [1a] to its original position.**



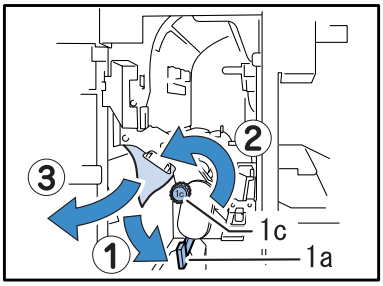
6 **Close the covers.**



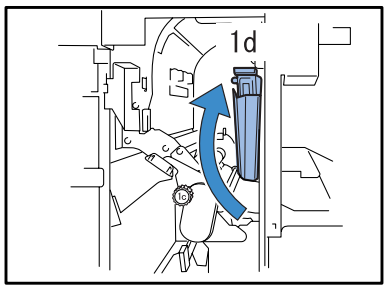
1 **Open the covers.**



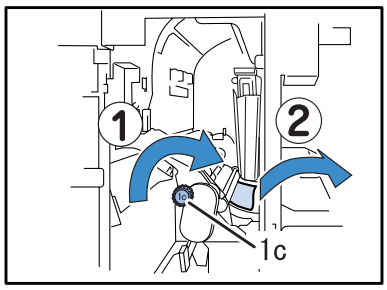
2 **Open [1a] downward and remove the jammed paper while turning [1c] counterclockwise.**



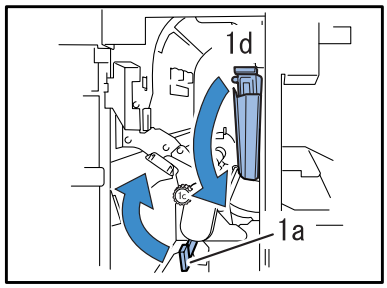
3 **f it is not easy to pull out the paper, raise [1d] to lock it.**



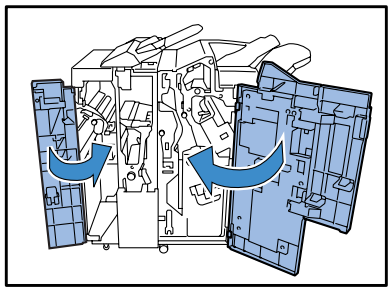
4 **While turning [1c] clockwise, remove the jammed paper.**



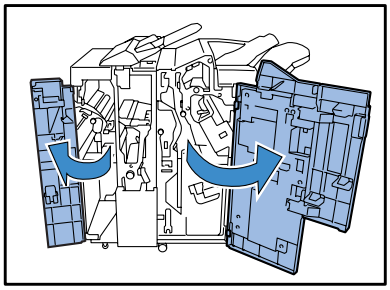
5 **Return [1a] and [1d] to their original positions.**



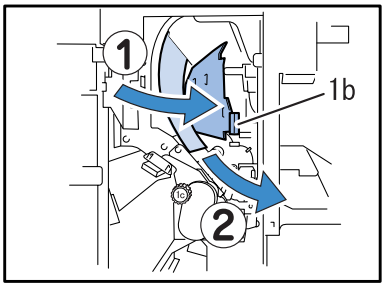
6 **Close the covers.**



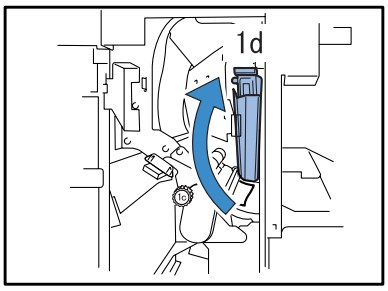
1 **Open the covers.**



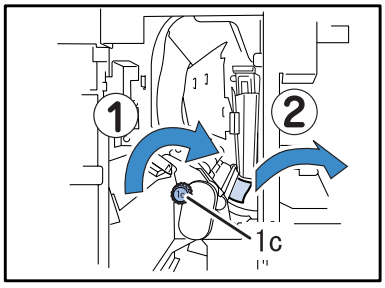
2 **Open [1b] to the right and remove the jammed paper.**



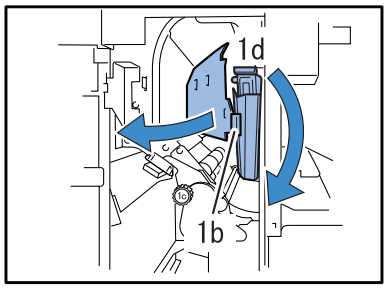
3 **If it is not easy to pull out the paper, raise [1d] to lock it.**



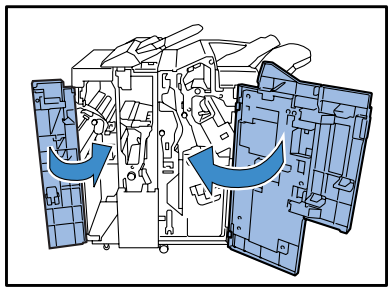
4 **While turning [1c] clockwise, remove the jammed paper.**



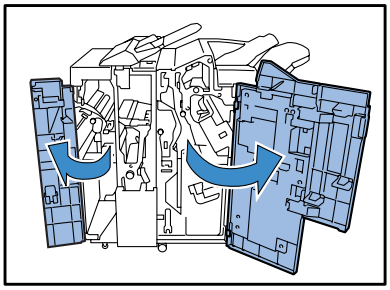
5 **Return [1b] and [1d] to their original positions.**



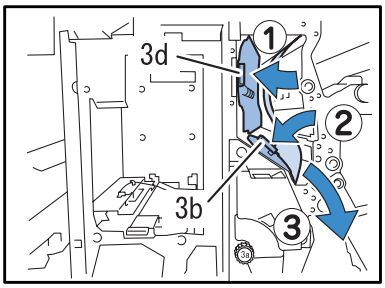
6 **Close the covers.**



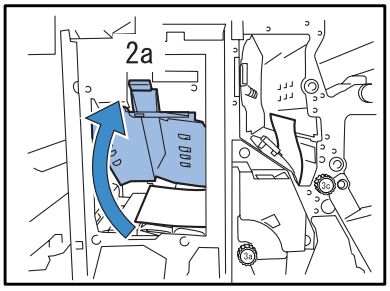
1 **Open the covers.**



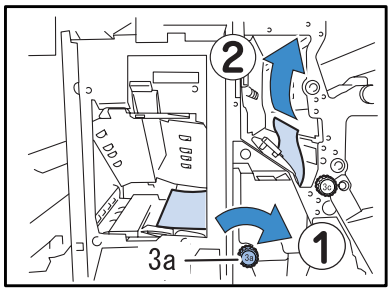
2 **Open [3d] and [3b] to the left and remove the jammed paper.**



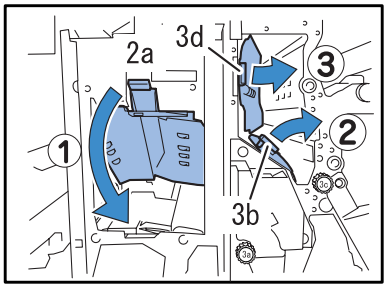
3 **If it is not easy to pull out the paper, raise [2a] to lock it.**



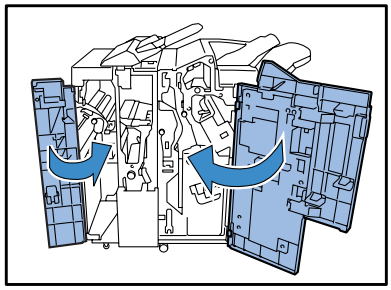
4 **While turning [3a] clockwise, remove the jammed paper.**



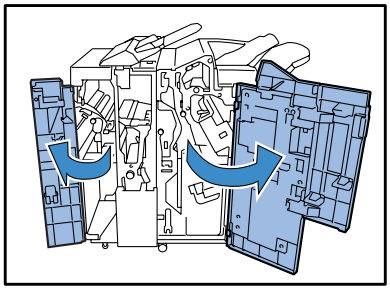
5 **Return [2a] and [3b] to their original positions and then return [3d] to its original position.**



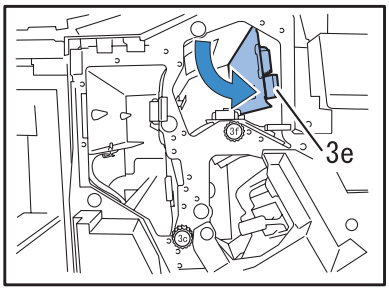
6 **Close the covers.**



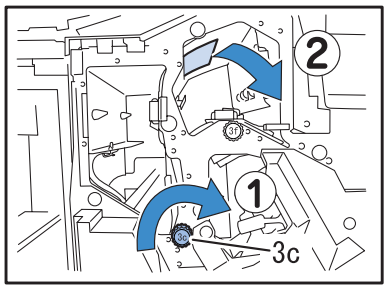
1 **Open the covers.**



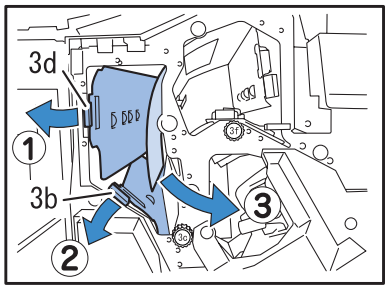
2 **Open [3e] downward.**



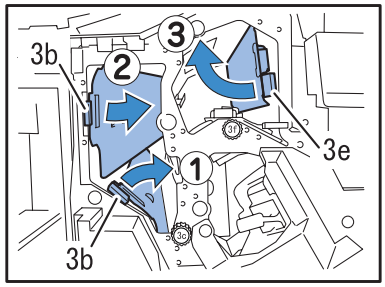
3 **While turning [3c] clockwise, remove the jammed paper.**



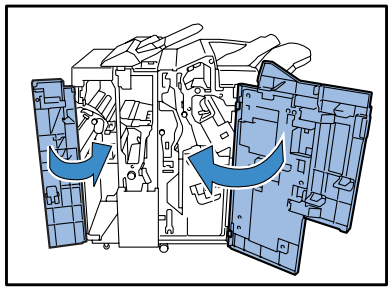
4 **If it is not easy to pull out the paper, open [3d] and [3b] to the left and remove the jammed paper.**



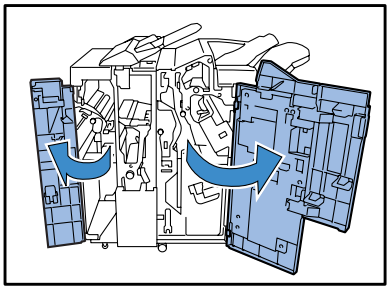
5 **Return [3b] to its original position and then return [3d] and [3e] to their original positions.**



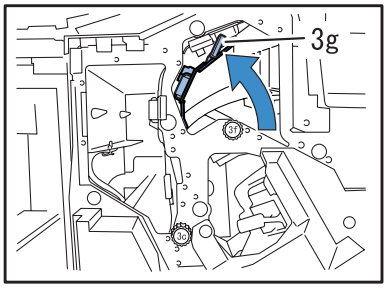
6 **Close the covers.**



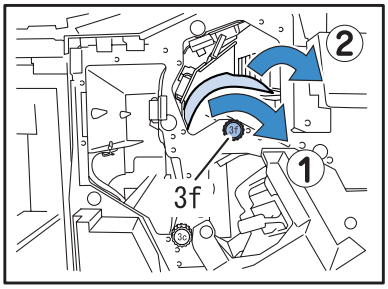
1 **Open the covers.**



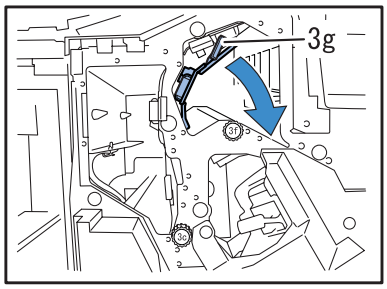
2 **Raise [3g] to lock it.**



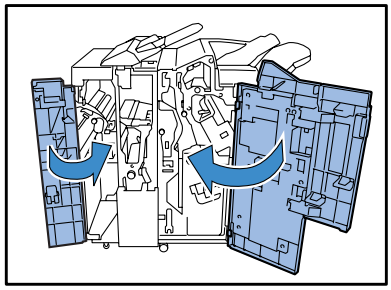
3 **While turning [3f] clockwise, remove the jammed paper.**



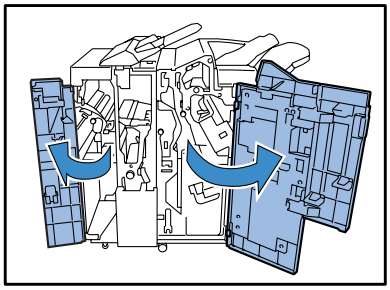
4 **Return [3g] to its original position.**



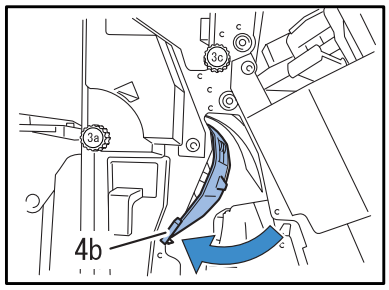
5 **Close the covers.**



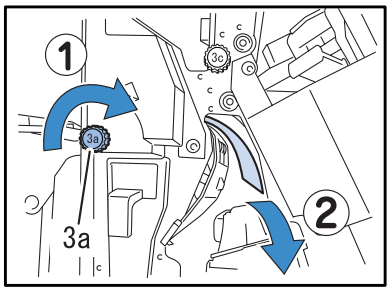
1 **Open the covers.**



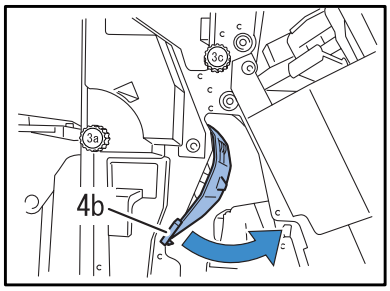
2 **Open [4b] to the left.**



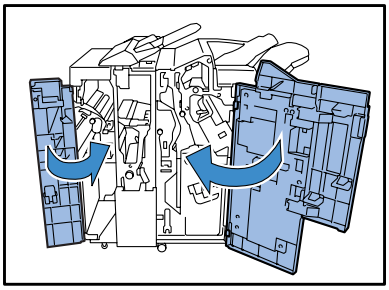
3 **While turning [3a] clockwise, remove the jammed paper.**



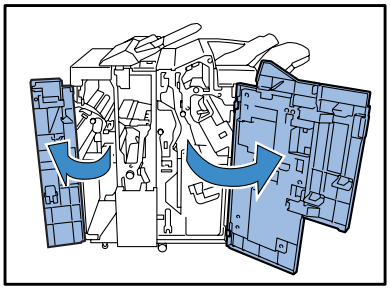
4 **Return [4b] to its original position.**



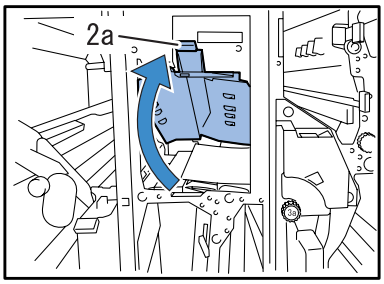
5 **Close the covers.**



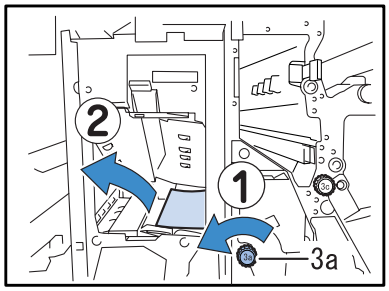
1 **Open the covers.**



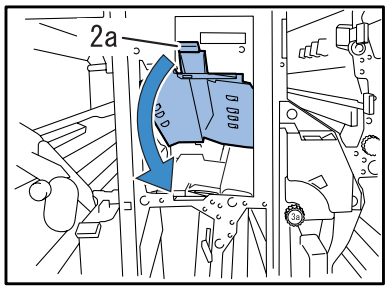
2 **Raise [2a] to lock it.**



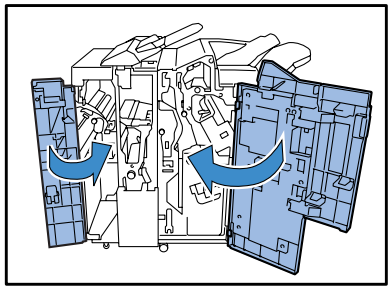
3 **While turning [3a] counterclockwise, remove the jammed paper.**



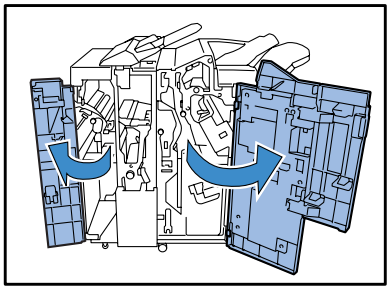
4 **Return [2a] to its original position.**



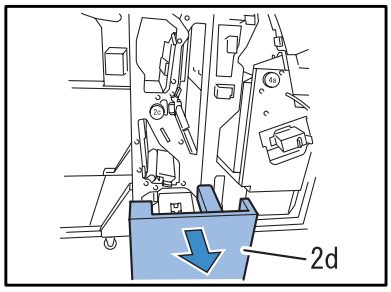
5 **Close the covers.**



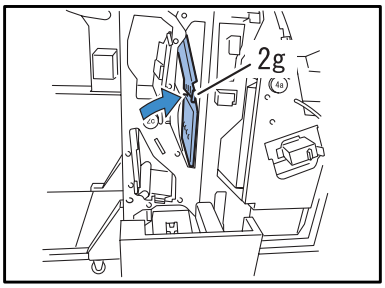
1 **Open the covers.**



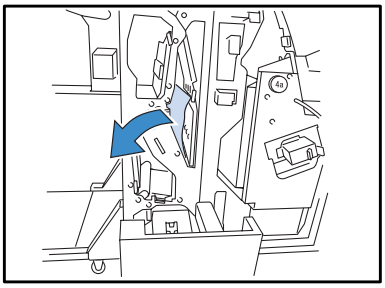
2 **Pull out the Folder tray [2d].**



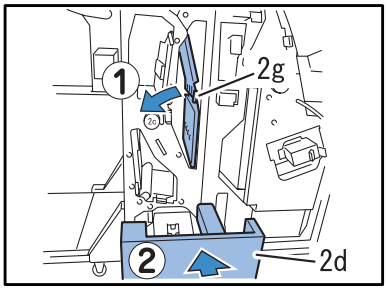
3 **Open [2g] to the right until it stops.**



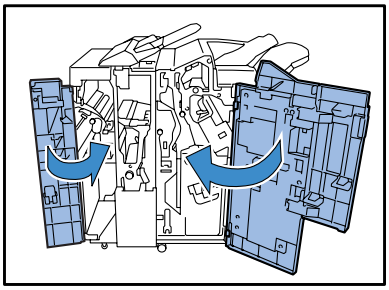
4 **Remove the jammed paper.**



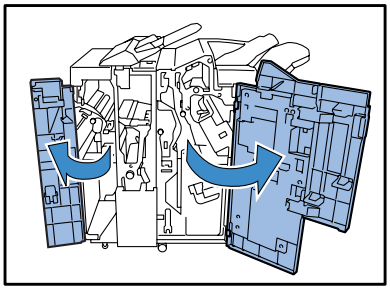
5 **Return [2g] to its original position and return the Folder tray [2d] to its original position.**



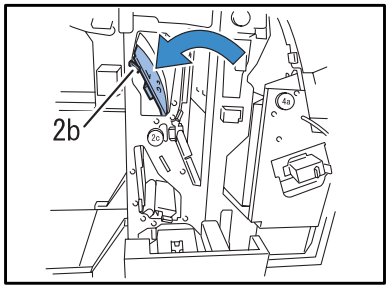
6 **Close the covers.**



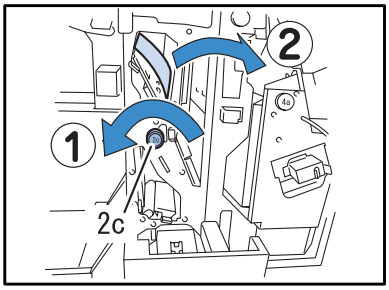
1 **Open the covers.**



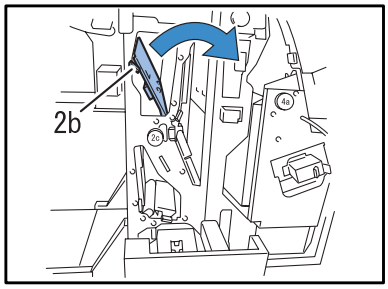
2 **Open [2b] to the left.**



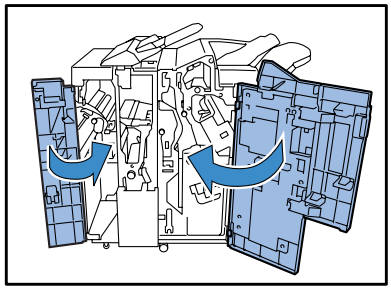
3 **While turning [2c] counterclockwise, remove the jammed paper.**



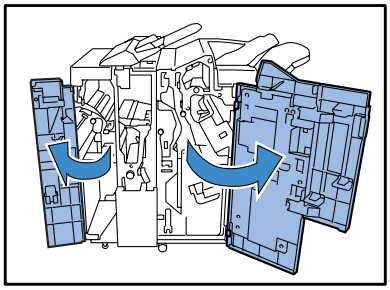
4 **Return [2b] to its original position.**



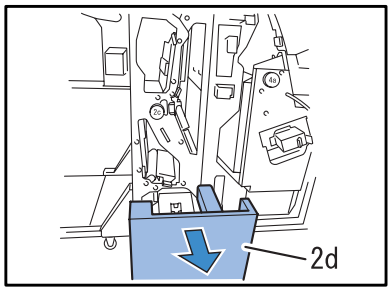
5 **Close the covers.**



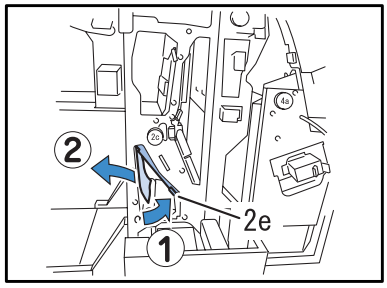
1 **Open the covers.**



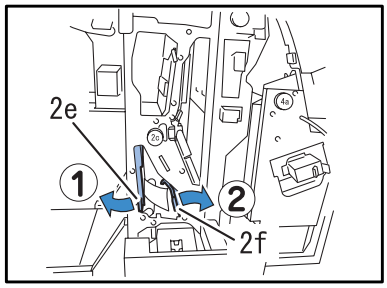
2 **Pull out the Folder tray [2d].**



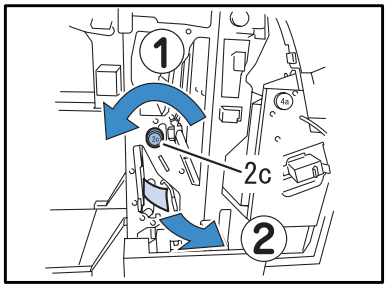
3 **Open [2e] to the upper right to lock it and remove the jammed paper.**



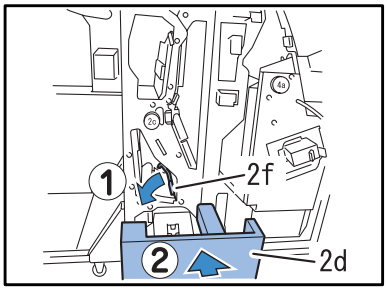
4 **If it is not easy to pull out the paper, return [2e] to its original position and then raise [2f] to lock it.**



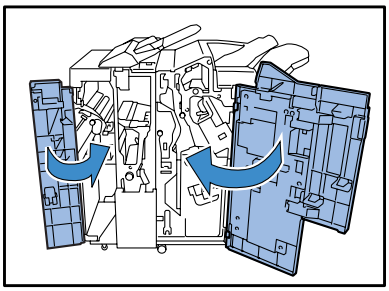
5 **While turning [2c] counterclockwise, remove the jammed paper.**



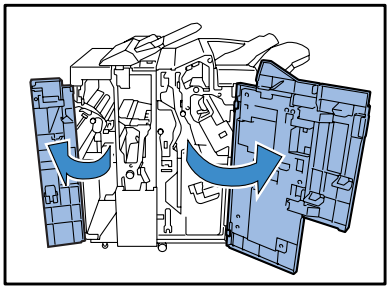
6 **Return [2f] to its original position and return the Folder tray [2d] to its original position.**



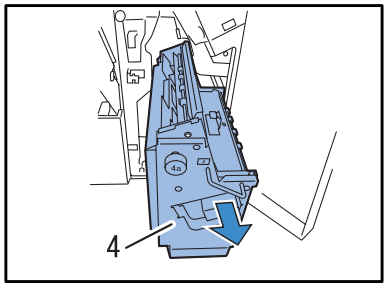
7 **Close the covers.**



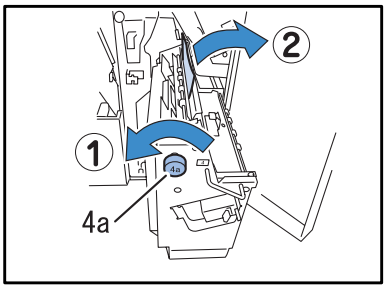
1 **Open the covers.**



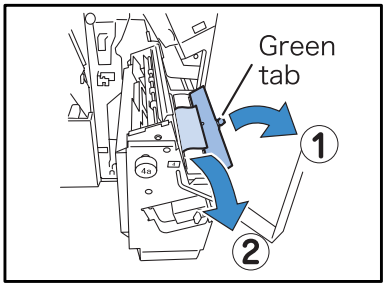
2 **Pull out the Booklet maker unit [4] to the front side.**



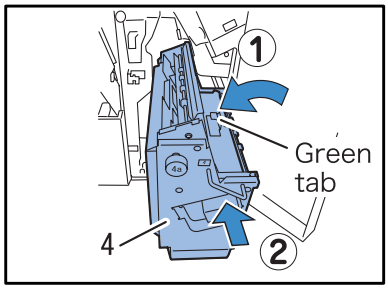
3 **Turn [4a] until no paper comes out.**



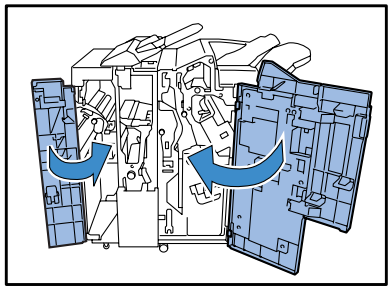
4 **Hold the green tab to open the cover and remove the jammed paper.**



5 **Return the green tab to its original position and return the Folder tray [4] to its original position.**

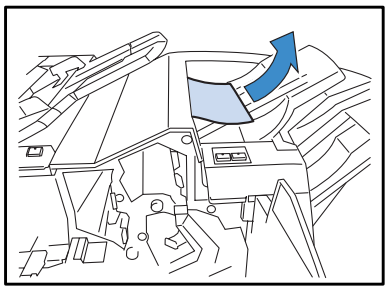


6 **Close the covers.**

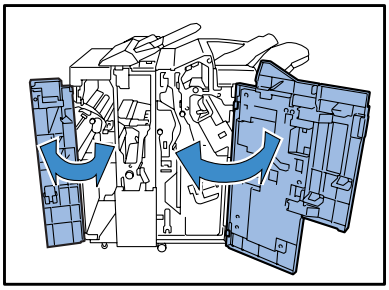


F13

1 **Remove the paper jammed in the Top Tray.**

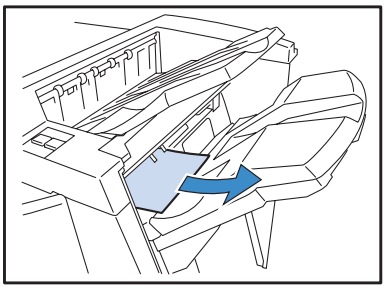


2 **Open and close the covers.**

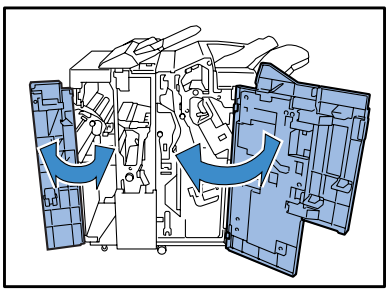


F14

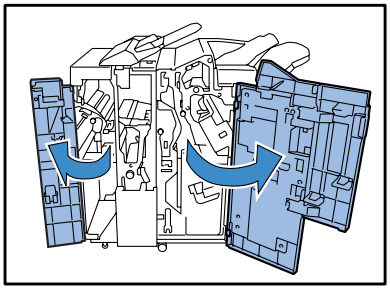
1 **Remove the paper jammed in the Stacking Tray.**



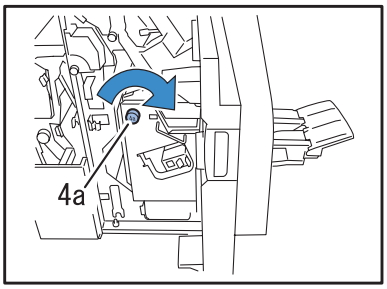
2 **Open and close the covers.**



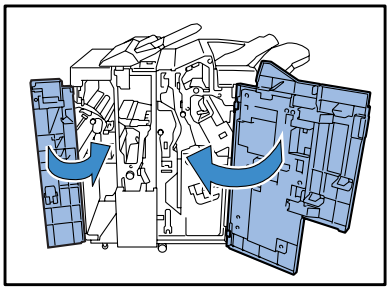
1 **Open the covers.**



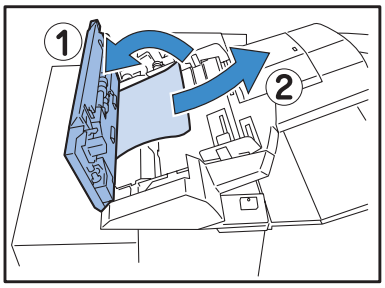
2 **Turn [4a] clockwise until no paper comes out into the Booklet tray.**



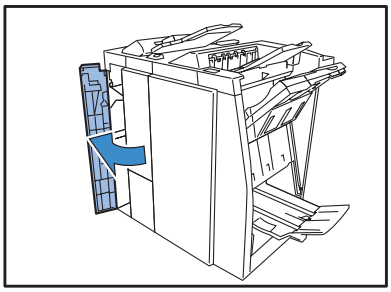
3 **Close the covers.**



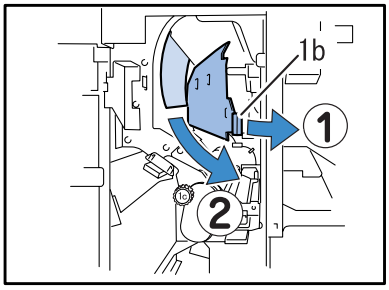
1 **Press the cover button [1e] located on the Cover Sheet Tray to open the cover and remove the jammed paper.**



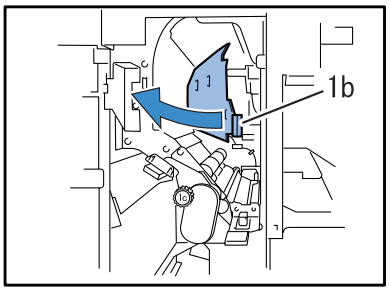
2 **If it is not easy to pull out the paper, open the left cover.**



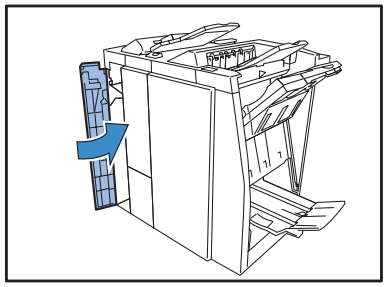
3 **Open [1b] to the right and remove the paper.**



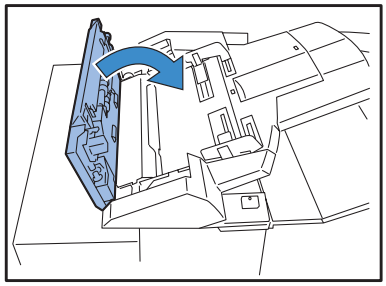
4 **Return [1b] to its original position.**



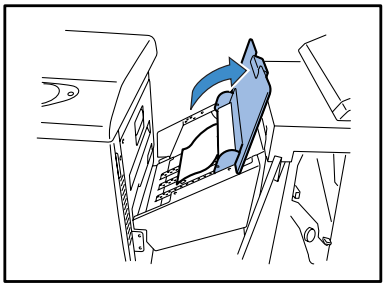
5 **Close the left cover.**



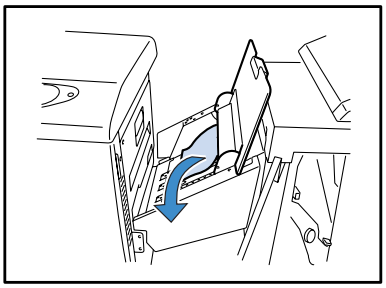
6 **Return the cover of the Cover Sheet Tray to its original position.**



1 Open the Transfer Cover.

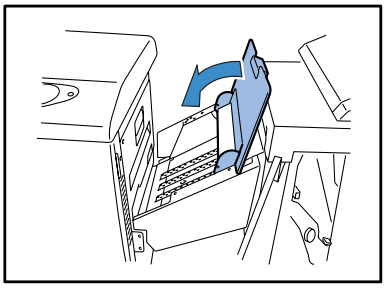


2 Pull out and remove the jammed paper.



If it is not easy to pull out the paper, do not pull it forcibly because the paper might be torn. In this case, open the Front Cover of the printer and remove the paper from the side of the Transfer Roller.

3 Close the Transfer Cover

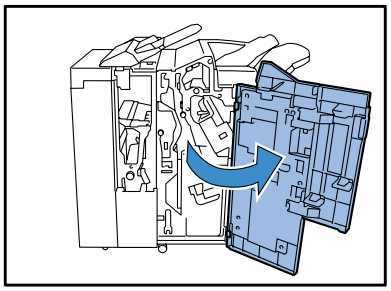


Staples Run Out

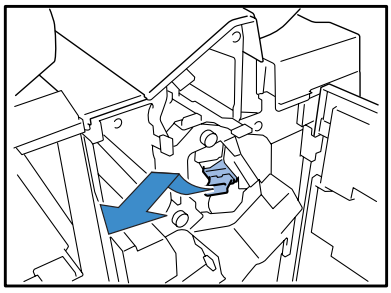
When staples run out, printing stops and a message appears in the display of the printer. Check the message and set new staples using the procedure described below.

For Stapler Cartridge UR1

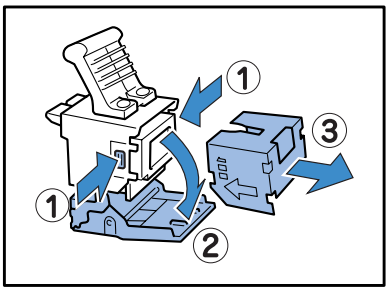
1 **Open the cover.**



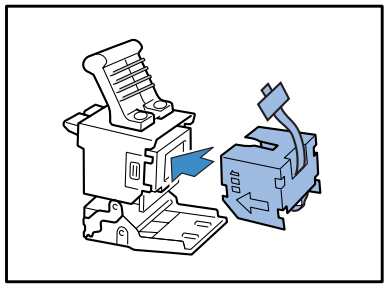
2 **Hold the handle of the cartridge and pull it to the front side to remove while raising it a little.**



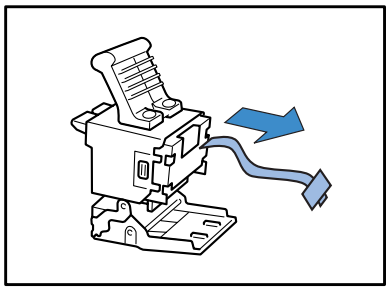
3 **Press the portion indicated by the arrow to open the cover of the cartridge and remove the staple case.**



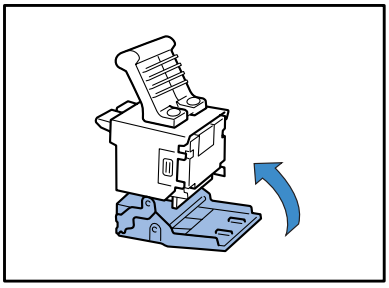
4 **Insert a new staple case into the cartridge.**



5 **Remove the sealing tape from the staple case.**

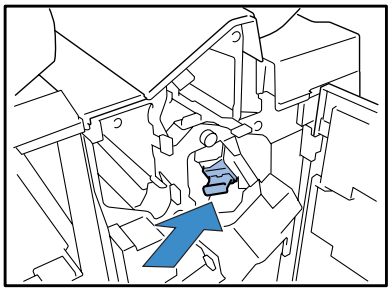


6 **Close the cover of the cartridge.**

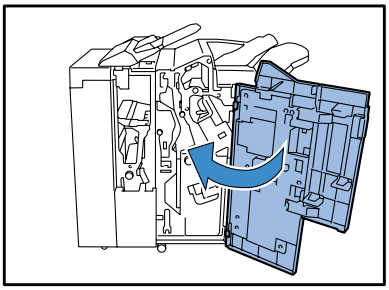


7 **Return the cartridge to its original position.**

Press the cartridge down until it clicks.

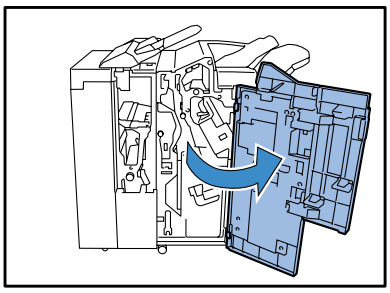


8 **Close the cover.**

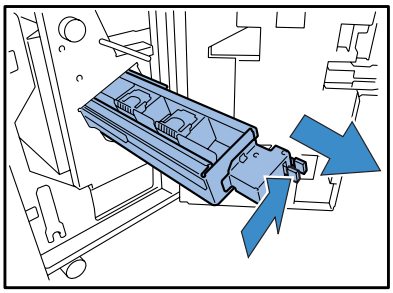


For Stapler Cartridge UR2 or UR3

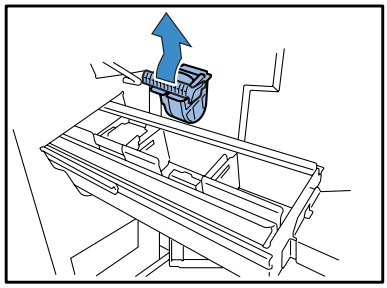
1 **Open the cover.**



2 **While pressing the lever to the right, pull out the unit to the front side.**

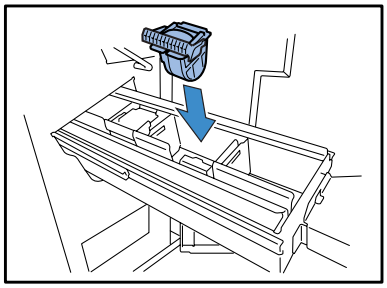


3 **Hold the tabs located on the right and left of the cartridge and lift the cartridge to the upper left.**

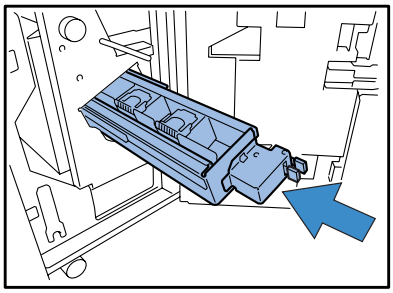


4 **Hold the tabs located on the right and left of the new cartridge and mount the cartridge to the unit.**

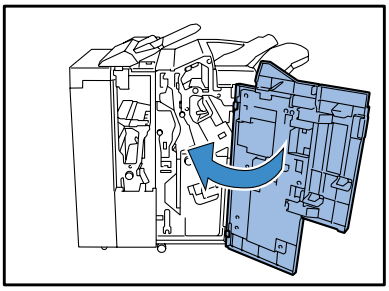
Press the cartridge down until it clicks.



5 **Return the unit to its original position.**

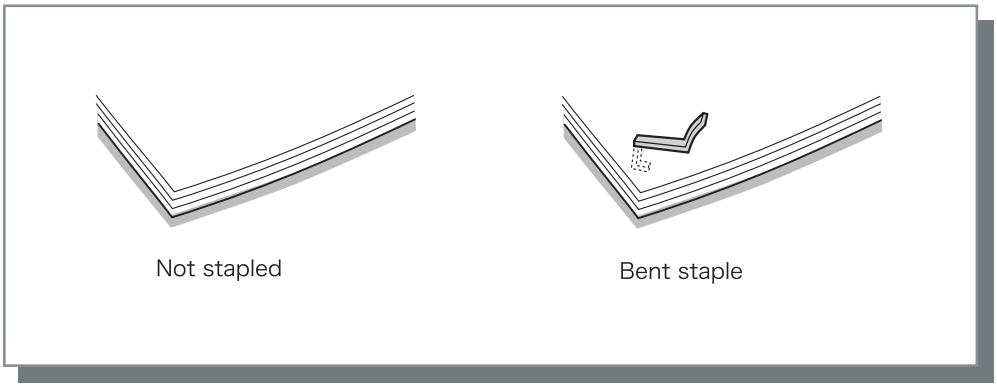


6 **Close the cover.**

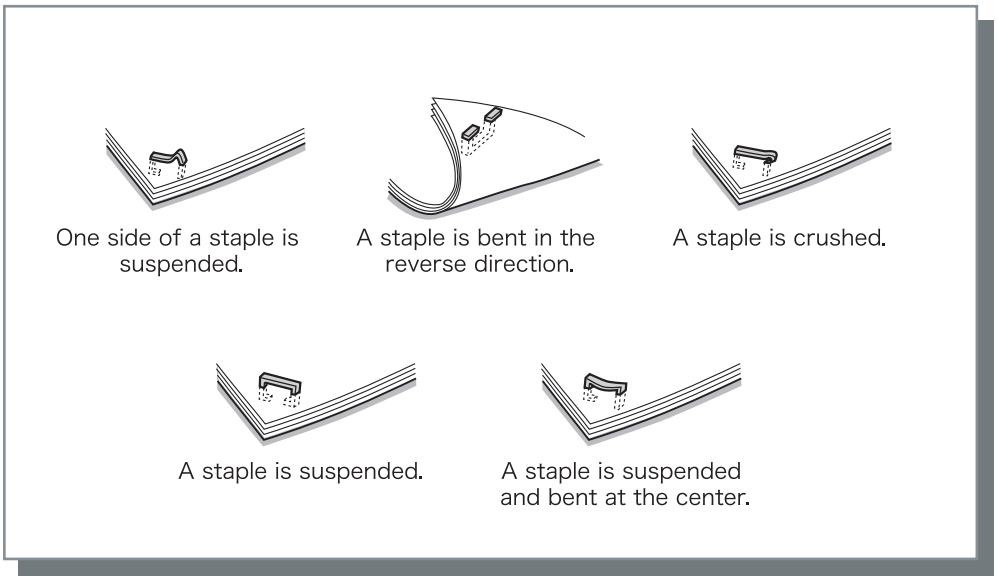


Stapling Cannot Be Performed Properly.

This section describes the measures against failure to staple or a bent staple.

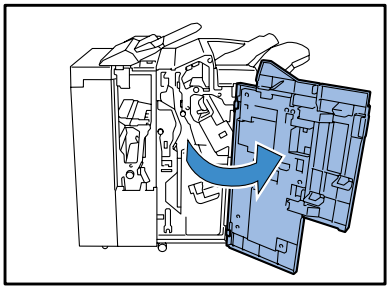


If stapling is performed as shown below, contact your local dealer (or service representative).

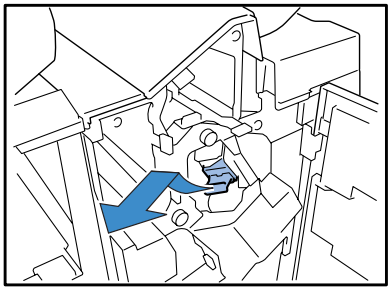


For Stapler Cartridge UR1

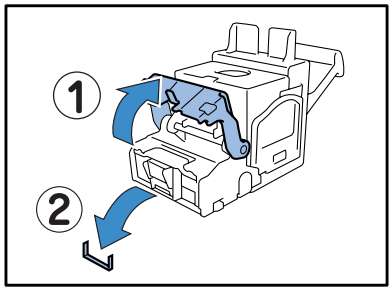
1 **Open the cover.**



2 **Hold the handle of the cartridge and pull it to the front side to remove while raising it a little.**

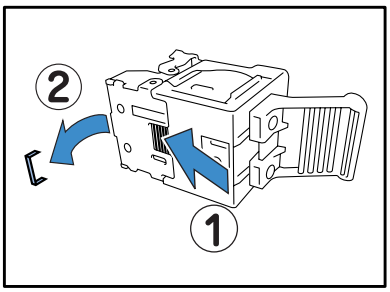


3 **Open the cover of the cartridge and remove the jammed staple.**



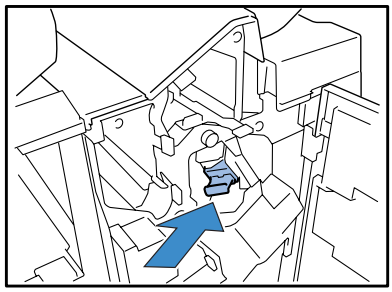
⚠CAUTION
Take care not to injure your fingers or the like.

4 **If the jammed staple cannot be removed, press the bottom of the cartridge in the direction indicated by the arrow to remove the staple.**

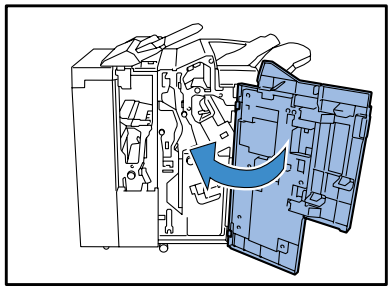


5 **Return the cartridge to its original position.**

Press the cartridge down until it clicks.

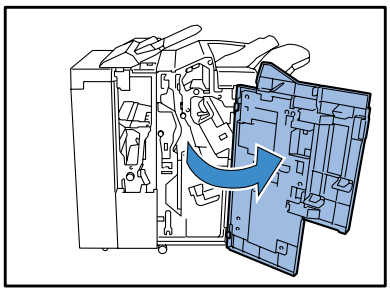


6 **Close the cover.**

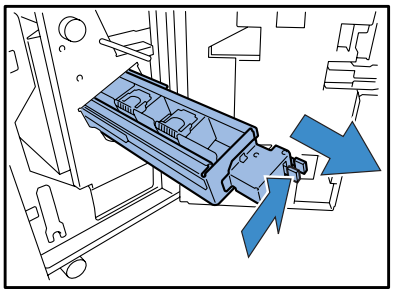


For Stapler Cartridge UR2 or UR3

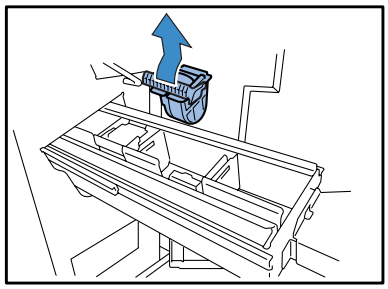
1 **Open the cover.**



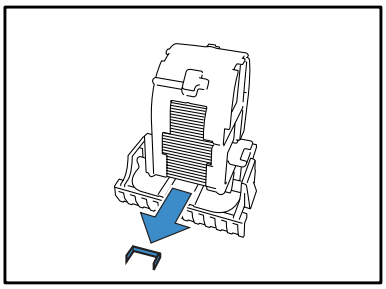
2 **While pressing the lever to the right, pull out the unit to the front side.**



3 **Hold the tabs located on the right and left of the cartridge and lift the cartridge to the upper left.**



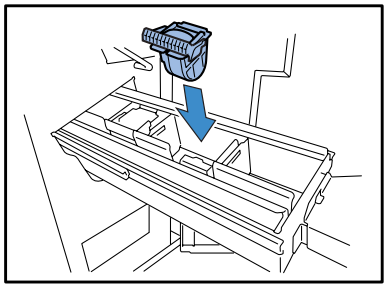
4 **Remove the jammed staple.**



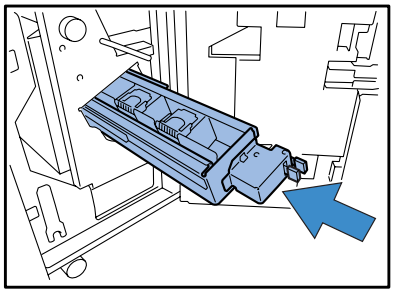
⚠CAUTION
Take care not to injure your fingers or the like.

5 **Hold the tabs located on the right and left of the cartridge and return the cartridge to the unit as it was.**

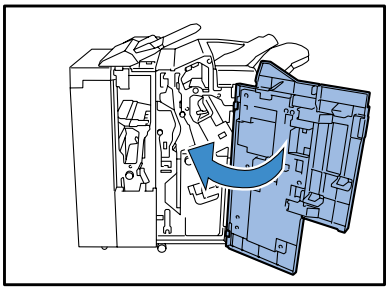
Press the cartridge down until it clicks.



6 **Return the unit to its original position.**



7 **Close the cover.**

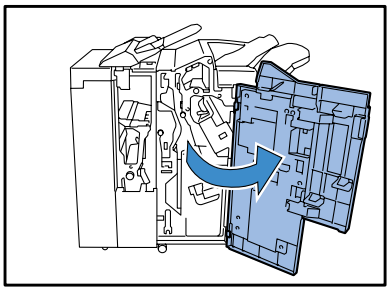


The Trash Box in Punching Unit is Full of Punch Dust.

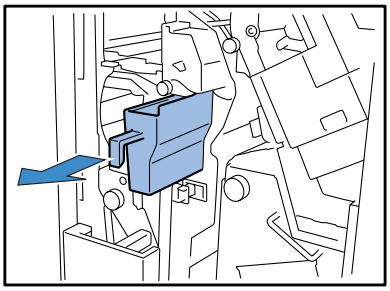
If the trash box in punching unit becomes full of chips (punch dust), printing stops and a message appears in the display of the printer. Check the message and remove the trash box in punching unit to discard the chips.

- When the trash box is removed, be sure to discard all the chips. If chips remain, the box becomes full of chips before the message indicating replacement is displayed, resulting in failure.
- Be sure to perform this operation while the printer power is on. If not, the printer cannot recognize that the trash box in punching unit is emptied.

1 Open the cover.

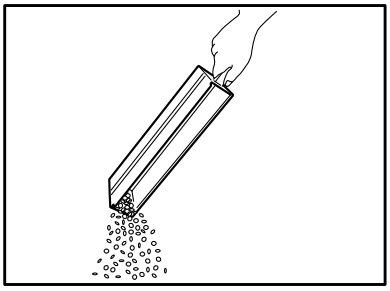


2 Pull out the trash box in punching unit to the front side to remove it.

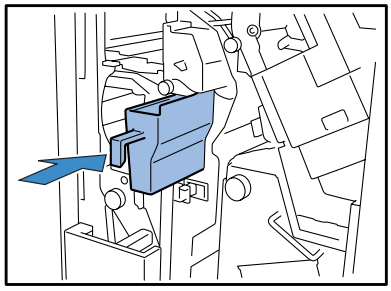


3 Discard all the chips.

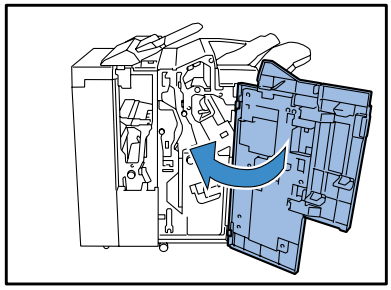
Check that no chip remains in the trash box.



4 Return the trash box in punching unit to its original position.



5 Close the cover.



Other Trouble

The Finisher Does Not Operate.

Problem	Cause and Solution
The Finisher does not operate.	• Check to see if the power plug is properly inserted into the outlet. • Check to see if the printer is securely connected to this unit through the cord. • Check to see if the printer main power is on. If the power is off, turn on the power and then turn on the Operation Panel of the printer. • Turn off the printer power and then on again. Alternatively, restart the computer that is connected to the printer. If the Finisher does not operate nevertheless, contact your local dealer (or service representative).
An error occurs.	An error occurs in the printer or the Finisher. Check the error message displayed on the Operation Panel of the printer and take proper measures. "Chapter 3 Troubleshooting" of "HC5000 User's Manual for Printer Main Body" ☞p.@@

The Finisher Does Not Operate according to the Setting.

Problem	Cause and Solution
Covers cannot be added.	[Add cover] is not set in the printer driver. Set [Add cover] on the [Finisher] tab in the printer driver. "Add cover" of "HC5000 User's Manual for Printer Driver" ☞p.@@
	Paper is not loaded in the Cover Sheet Tray. Check the paper types and the number of sheets that can be loaded in the Cover Sheet Tray and load the paper. "Add cover" ☞p.2
	Setting of the Cover Sheet Tray is not performed. For loading paper in the Cover Sheet Tray, register the type of paper to be loaded using menu setting "4.11 Cover Sheet Tray" of the printer. "4.11 Cover Sheet Tray" of "HC5000 User's Manual for Printer Main Body" ☞p.@@ When registering, match the menu settings with the settings of [Output paper size] and [Paper type] of the printer driver. If the settings do not match, the printer judges that no paper is loaded and does not perform printing.
The orientation of the covers is different from the setting.	The orientation of setting of the covers is different. For adding covers to booklets, load the paper with the back side up and the first page to the left in the Cover Sheet Tray. For adding covers to prints other than booklets using stapling or punching, load the paper with the front side up and the stapling or punching position to the right. "Chapter 3 Troubleshooting" of "HC5000 User's Manual for Printer Main Body" ☞p.@@

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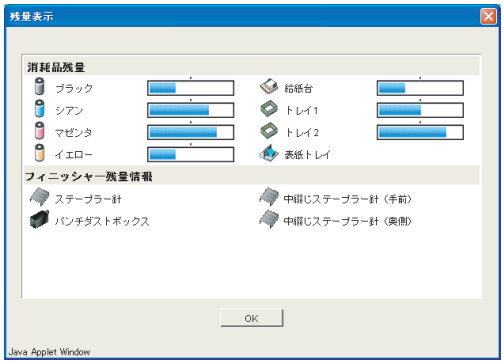
Appendix

Consumables

About Consumables

You can check the status of printer operation and consumables on the [Monitoring screen] of RISO Console PS7R.
For details, refer to "HC5000 User's Manual for Console."



Types of Consumables

Type of staple	Quantity
HC STAPLE 100	5000 pcs. x 3 cases
HC STAPLE BOOKLET	5000 pcs. x 4 cases

Use staples recommended by our company. Do not use improper consumables because they may cause failure or trouble.

List of Options

A variety of options are available for convenient use of this unit. For purchase, contact your dealer (or service representative) for inquiry.

Scanner Connection Kit

By connecting a scanner and a touch panel display (products specified by our company), you can perform high-speed full-color copying.
With the touch panel display, you can use the "Monitoring" function to check the status of the printer and the Finisher. If a paper jam occurs, the jam location is indicated on the screen. Touch the indication to display the method of removing jammed paper.

HC Z Folder Unit

By installing this unit to HC Finisher A or HC Finisher B, outer 3 fold, inner 3 fold, and Z fold can be used.
(As of June 2005)

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Specifications

● HC Finisher A/ HC Finisher B

Tray System	Top Tray: Sorting, stacking Stacking Tray: Sorting, stacking (offset)
Paper Size	Top Tray: Max. A3W or equivalent (330 mm x 488 mm [13" x $19^{3}/_{16}$"]) Min. 100 mm x 143 mm (4" x $5^{5}/_{8}$")
	Stacking Tray:182 mm x 182 mm to 330 mm x 488 mm ($7^{3}/_{16}$" x $7^{3}/_{16}$" to 13" x $19^{3}/_{16}$")
	Use of Cover Sheet Tray:A3/A4/A4-R/B4/B5-R/Ledger/Legal/Letter/Letter-R
	For stapling:A3/A4/A4-R/B4/B5-R/Ledger/Legal/Letter/Letter-R/ custom size entry (182 mm x 182 mm to 297 mm x 432 mm [$7^{3}/_{16}$" x $7^{3}/_{16}$" to $11^{11}/_{16}$" x 17"])
	For punching (2 holes): A3/A4/A4-R/B4/B5-R/Ledger/Legal/Letter-R
	For punching (3 holes): A3/A4-R/B4/B5-R/Ledger/Letter-R
	For punching (4 holes): A3/A4-R/Ledger/Letter-R
	For creation of booklet: A3/A4/B4/Ledger/Legal/Letter/ custom size entry (210 mm x 279 mm to 330 mm x 457 mm [$8^{1}/_{4}$" x 11" to 13" x 18"])
Paper Weight	Top Tray: 46 to 157g/m^2 ((12-lb bond to 42-lb bond)) paper, postcard
	Stacking Tray: 46 to 157g/m^2 (12-lb bond to 42-lb bond) paper
	Booklet Tray: 60 to 157g/m^2 (16-lb bond to 42-lb bond) paper
Paper Capacity (*1) Stapling Capacity (*1)	Top Tray: 500 sheets
	Cover Sheet Tray: 200 sheets
	Stacking Tray: 2,000 sheets (200 sets)
	Booklet Tray: 20 sets
	Stapler: 2 to 100 sheets (2 to 65 sheets for A4 size or larger)
	Center binding: 2 to 15 sheets (including covers)
Paper Capacity for Folding (*1)	Fold and staple: 2 to 15 sheets 2-fold: 1 to 5 sheets
Power Source	AC 100 V, 50/60 Hz, 2 A or more
Power Consumption	Maximum: 700 W or less Stand-by: Approximately 300 W or less Sleep mode: Approximately 70W or less
Operating Noise	Operating: 68 dB or less
Operating Environment	Temperature: 15 to 30; Humidity: 40% to 70% (no dew condensation)
Mass (*2)	130kg (286lb)
Dimensions (W x D x H)	1,150 mm x 720 mm x 1,150 mm ($45^{5}/_{16}$" x $28^{3}/_{8}$" x $45^{5}/_{16}$")

*1 For RISO Paper IJ (85g/m^2 [22.6-lb bond]), A4

*2 Consumables are not included.

- HC Z Folder Unit

Paper Size	Z fold: A3/B4/Ledger Outer/inner 3 fold: A4/Letter
Paper Weight	60g/m^2 to 90g/m^2 (16-lb bond to 24-lb bond)
Paper Capacity for Folding	1 sheet
Paper Capacity (*1)	30 sheets
Power Source	Supplied from Finisher
Mass	40kg (88lb)
Dimensions (W x D x H)	200 mm x 725 mm x 1,115 mm ($7^7/_8$" x $28^9/_{16}$" x $43^{15}/_{16}$")

*1 For RISO Paper IJ (85g/m^2 [22.6-lb bond])

- Accessories
  - Manual1 set

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HC FINISHER
User Guide
(Tentative Version)
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